

RG 104, 8NS-104-94-077

Box 3

8NS-104-94-077, Miscellaneous  
Correspondence & Memos, 1897-1994

Staffing Plan-Denver Mint, FY 1974-1975





OFFICE OF  
DIRECTOR OF THE MINT

THE DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

February 9, 1973

RECEIVED

FEB 12 1973

Mrs. Betty Higby  
Superintendent  
United States Mint  
Denver, Colorado 80204

OFFICE OF  
SUPERINTENDENT  
U. S. MINT AT DENVER

Dear Mrs. Higby:

Our appropriation request for Fiscal Year 1974 is \$24,500,000. As of this date, hearings have not been held in either House of the Congress; therefore, final action is still pending on our appropriation. Our preliminary estimates for 1975 must be submitted to the Treasury Budget Office by April 1, 1973.

Financial Plans for Fiscal Years 1974 and 1975 are required based on the following guidelines: The Coinage Program for Fiscal Year 1974 calls for the production of 8.9 billion coins, and 10.2 billion for Fiscal Year 1975. We have attached schedules for your projected production by denomination from purchased or in-house produced strip.

In Fiscal Year 1974 your coinage production will be programmed on a three-month production cycle, with production to be alternated on coin denominations as follows: 1st Quarter, 1¢, 10¢, 50¢; 2nd Quarter, 1¢, 5¢, 25¢, \$1; 3rd Quarter, same as first Quarter; fourth Quarter; same as second Quarter.

Your staffing plans should contain detailed information on personnel required to accomplish the above programs. When your plans have been received and evaluated by this office, you will be notified of the personnel ceilings assigned to your office for each Fiscal Year.

Financial Plans, accompanied by the staffing plans for Fiscal Years 1974 and 1975, should be submitted to this office in accordance with Administrative Directive No. 31, Section 3, Paragraphs 28 and 29, dated December 28, 1971, based on the above work programs, no later than March 2, 1973. - *Enc. as of 4-30-73*

Sincerely,

Mary Brooks  
Director of the Mint



Keep Freedom in Your Future With U.S. Savings Bonds

PROJECTED DOMESTIC COIN PRODUCTION  
FISCAL YEAR 1974  
(Millions of Pieces)

| Denomination           | Philadelphia Mint | Denver Mint  | San Francisco Assay Office | Total |
|------------------------|-------------------|--------------|----------------------------|-------|
| <u>1 Cent</u>          |                   |              |                            |       |
| Purchased strip        | 1,390             | 1,335        | 5                          | 2,730 |
| In-house strip         | 1,900             | 1,140        | -0-                        | 4,000 |
| Total                  | 3,290             | 2,100        | 200                        | 6,730 |
| <u>5 Cent</u>          |                   |              |                            |       |
| Purchased strip        | 234               | 240          | -0-                        | 474   |
| In-house strip         | 150               | -0-          | -0-                        | 150   |
| Total                  | 384               | 240          | -0-                        | 624   |
| <u>10 Cent</u>         |                   |              |                            |       |
| Purchased strip        | -0-               | 561          | -0-                        | 561   |
| In-house strip         | 400               | -0-          | -0-                        | 400   |
| Total                  | 400               | 561          | -0-                        | 961   |
| <u>25 Cent</u>         |                   |              |                            |       |
| Purchased strip        | -0-               | 286.0        | -0-                        | 286.0 |
| In-house strip         | 250               | -0-          | -0-                        | 250   |
| Total                  | 250               | 286.0        | -0-                        | 536.0 |
| <u>50 Cent</u>         |                   |              |                            |       |
| Purchased strip        | -0-               | 117          | -0-                        | 117   |
| In-house strip         | 127               | -0-          | -0-                        | 127   |
| Total                  | 127               | 117          | -0-                        | 244   |
| <u>One Dollar</u>      |                   |              |                            |       |
| Purchased strip        | 40.0              | 40.0         | -0-                        | 80.0  |
| Grand Total            | 4,491             | 4,484        | 200                        | 9,175 |
| <u>In-house Strip</u>  |                   |              |                            |       |
| Bronze                 | 20,000,000#       | *22,687,000# |                            |       |
| Cu Ni                  | 2,500,000         | -0-          |                            |       |
| Cu-Ni Clad             | 12,500,000        | -0-          |                            |       |
| 10¢ = 2.5              |                   |              |                            |       |
| 25¢ = 4.5              |                   |              |                            |       |
| 50¢ = 5.5              |                   |              |                            |       |
| <u>Purchased Strip</u> |                   |              |                            |       |
| Bronze                 | 13,900,000#       | 13,400,000#  |                            |       |
| Cu Ni                  | 3,700,000         | 3,800,000    |                            |       |
| Cu-Ni Clad (10¢)       | -0-               | 3,700,000    |                            |       |
| (25¢)                  | -0-               | 5,100,000    |                            |       |
| (50¢)                  | -0-               | 4,700,000    |                            |       |
| (\$1.00)               | 3,200,000         | 3,200,000    |                            |       |

Revised: February 1, 1973 *W.W.*  
February 6, 1973

Enclosure (1)

FISCAL YEAR 1975 - DOMESTIC COIN PRODUCTION PLAN  
(Million of Coins)

| DENOMINATION                        | PHILADELPHIA MINT | DENVER MINT   | SFAO       | TOTAL         |
|-------------------------------------|-------------------|---------------|------------|---------------|
| <u>1-Cent</u>                       |                   |               |            |               |
| Purchased strip                     | 2361.2            | 1138.5        | 200        | 3699.7        |
| In-house                            | <u>1261.3</u>     | <u>2484.0</u> | <u>-0-</u> | <u>3745.3</u> |
| Total                               | <u>3622.5</u>     | <u>3622.5</u> | <u>200</u> | <u>7445.0</u> |
| <u>5-Cent</u>                       |                   |               |            |               |
| Purchased strip                     | -0-               | 295           | -0-        | 295           |
| In-house                            | <u>443</u>        | <u>-0-</u>    | <u>-0-</u> | <u>443</u>    |
| Total                               | <u>443</u>        | <u>295</u>    | <u>-0-</u> | <u>738</u>    |
| <u>10-Cent</u>                      |                   |               |            |               |
| Purchased strip                     | -0-               | 415           | -0-        | 415           |
| In-house                            | <u>622</u>        | <u>-0-</u>    | <u>-0-</u> | <u>622</u>    |
| Total                               | <u>622</u>        | <u>415</u>    | <u>-0-</u> | <u>1037</u>   |
| <u>25-Cent</u>                      |                   |               |            |               |
| Purchased strip                     | -0-               | 262           | -0-        | 262           |
| In-house                            | <u>392</u>        | <u>-0-</u>    | <u>-0-</u> | <u>392</u>    |
| Total                               | <u>392</u>        | <u>262</u>    | <u>-0-</u> | <u>654</u>    |
| <u>50-Cent</u>                      |                   |               |            |               |
| Purchased strip                     | 79                | 115           | -0-        | 194           |
| In-house                            | <u>96</u>         | <u>-0-</u>    | <u>-0-</u> | <u>96</u>     |
| Total                               | <u>175</u>        | <u>115</u>    | <u>-0-</u> | <u>290</u>    |
| <u>1-Dollar</u>                     |                   |               |            |               |
| Purchased strip                     | 58                | 39            | -0-        | 97            |
| In-house                            | <u>-0-</u>        | <u>-0-</u>    | <u>-0-</u> | <u>-0-</u>    |
| Total                               | <u>58</u>         | <u>39</u>     | <u>-0-</u> | <u>97</u>     |
| <u>Grand Total (10<sup>6</sup>)</u> | <u>5312.5</u>     | <u>4748.5</u> | <u>200</u> | <u>10261</u>  |

COINAGE STRIP SUMMARY (POUNDS)

|                  |            |            |           |            |
|------------------|------------|------------|-----------|------------|
| <u>Purchased</u> |            |            |           |            |
| Bronze           | 23,611,750 | 11,385,000 | 2,000,000 | 36,996,750 |
| Cu-Ni            | -0-        | 4,685,000  |           | 4,685,000  |
| Clad             | 10¢        | 2,775,000  |           | 2,775,000  |
|                  | 25¢        | 4,680,000  |           | 4,680,000  |
|                  | 50¢        | 3,150,000  |           | 7,750,000  |
|                  | \$1.00     | 4,640,000  | 3,120,000 | 7,760,000  |
| Total            | 31,401,750 | 31,245,000 | 2,000,000 | 64,646,750 |
| <u>In-House</u>  |            |            |           |            |
| Bronze           | 12,613,250 | 24,840,000 |           | 37,453,250 |
| Cu-Ni            | 7,035,000  | -0-        |           | 7,035,000  |
| Clad             | 10¢        | 4,150,000  |           | 4,150,000  |
|                  | 25¢        | 7,000,000  |           | 7,000,000  |
|                  | 50¢        | 3,850,000  | -0-       | 3,850,000  |
| Total            | 34,648,250 | 24,840,000 |           | 59,488,250 |

## PROJECTED FOREIGN COIN PROGRAMS

| PROGRAM                          | PHILADELPHIA     | DENVER          | S.F.A.O.         |
|----------------------------------|------------------|-----------------|------------------|
| <u>FY 1974</u>                   |                  |                 |                  |
| Regular Coinage                  |                  |                 |                  |
| Taiwan - 5 Dollar                | 300,000,000 Pcs. |                 |                  |
| Taiwan - 1 Dollar                |                  |                 | 200,000,000 Pcs. |
| Ethiopia - 1 Dollar              |                  | 30,000,000 Pcs. |                  |
| Philippines - 25 Centavo (Equiv) |                  | 50,000,000      | 50,000,000       |
| Misc. - U.S. 25 Cent (Equiv)     |                  |                 | 10,000,000       |
| Proof Coinage                    |                  |                 |                  |
| Panama Proof Sets                |                  |                 | 100,000          |
| Liberia Proof Sets               |                  |                 | 30,000           |
| Nepal Proof Sets                 |                  |                 | 28,000           |
| Haiti - 9 Coin Set               | 10,000           |                 |                  |
| Panama (FAO) 1 and 5 Balboa      |                  |                 | 42,000           |
| <u>FY 1975</u>                   |                  |                 |                  |
| Regular Coinage                  |                  |                 |                  |
| Philippines - 25 Centavo (Equiv) |                  | 50,000,000      | 50,000,000       |
| Misc. - U.S. 25 Cent (Equiv)     |                  | 5,000,000       | 10,000,000       |
| Proof Coinage                    |                  |                 |                  |
| Panama Proof Sets                |                  |                 | 125,000          |
| Liberia Proof Sets               |                  |                 | 40,000           |
| Nepal Proof Sets                 |                  |                 | 35,000           |
| Panama (FAO) 1 and 5 Balboa      |                  |                 | 50,000           |

February 2, 1973

Enclosure (3)

UNITED STATES GOVERNMENT

# Memorandum

TO : All Division Heads

DATE: February 13, 1973

FROM : Betty Armbruster  
Procurement Officer

SUBJECT: Financial Plans for F.Y. 1974 and F.Y. 1975

The Bureau is requesting our financial plans for fiscal years 1974 and 1975. Please let me know of any large supply items for each fiscal year which you will be requesting to be purchased above the regular supply items being purchased in Fiscal Year 1973.

Also, please indicate any increases you anticipate in our regular supply items.

These will be in accordance with the attached letter of February 9, 1973, from the Bureau of the Mint together with the attached copies of the projected domestic coin production plans.

Please forward this information to me by Thursday, February 15, 1973, so that I can consolidate the information and forward to the Accounting Division by Feb. 20, 1973. Thank you.

THE DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

OFFICE OF  
DIRECTOR OF THE MINT

February 9, 1973

RECEIVED

FEB 12 1973

Mrs. Betty Higby  
Superintendent  
United States Mint  
Denver, Colorado 80204

OFFICE OF  
SUPERINTENDENT  
U. S. MINT AT DENVER

Dear Mrs. Higby:

Our appropriation request for Fiscal Year 1974 is \$24,500,000. As of this date, hearings have not been held in either House of the Congress; therefore, final action is still pending on our appropriation. Our preliminary estimates for 1975 must be submitted to the Treasury Budget Office by April 1, 1973.

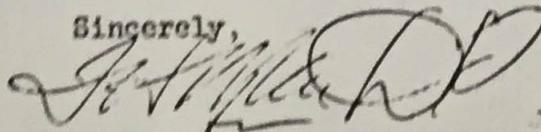
Financial Plans for Fiscal Years 1974 and 1975 are required based on the following guidelines: The Coinage Program for Fiscal Year 1974 calls for the production of 8.9 billion coins, and 10.2 billion for Fiscal Year 1975. We have attached schedules for your projected production by denomination from purchased or in-house produced strip.

In Fiscal Year 1974 your coinage production will be programmed on a three-month production cycle, with production to be alternated on coin denominations as follows: 1st Quarter, 1¢, 10¢, 50¢; 2nd Quarter, 1¢, 5¢, 25¢, \$1; 3rd Quarter, same as first Quarter; fourth Quarter; same as second Quarter.

Your staffing plans should contain detailed information on personnel required to accomplish the above programs. When your plans have been received and evaluated by this office, you will be notified of the personnel ceilings assigned to your office for each Fiscal Year.

Financial Plans, accompanied by the staffing plans for Fiscal Years 1974 and 1975, should be submitted to this office in accordance with Administrative Directive No. 31, Section 3, Paragraphs 28 and 29, dated December 28, 1971, based on the above work programs, no later than March 2, 1973.

Sincerely,



Mary Brooks  
Director of the Mint

2/12/73  
Gen. J  
W.C.  
L.G.T.

PROJECTED DOMESTIC COIN PRODUCTION  
FISCAL YEAR 1974  
(Millions of Pieces)

| Denomination           | Philadelphia<br>Mint | Denver<br>Mint | San Francisco<br>Assay Office | Total        |
|------------------------|----------------------|----------------|-------------------------------|--------------|
| <u>1 Cent</u>          |                      |                |                               |              |
| Purchased strip        | 1,390                | 1,335          | 5                             | 2,735        |
| In-house strip         | 1,900                | 1,140          | -0-                           | 4,000        |
| Total                  | <u>3,290</u>         | <u>2,475</u>   | <u>-0-</u>                    | <u>6,735</u> |
| <u>5 Cent</u>          |                      |                |                               |              |
| Purchased strip        | 234                  | 240            | -0-                           | 474          |
| In-house strip         | 150                  | -0-            | -0-                           | 150          |
| Total                  | <u>384</u>           | <u>240</u>     | <u>-0-</u>                    | <u>624</u>   |
| <u>10 Cent</u>         |                      |                |                               |              |
| Purchased strip        | -0-                  | 561            | -0-                           | 561          |
| In-house strip         | 400                  | -0-            | -0-                           | 400          |
| Total                  | <u>400</u>           | <u>561</u>     | <u>-0-</u>                    | <u>961</u>   |
| <u>25 Cent</u>         |                      |                |                               |              |
| Purchased strip        | -0-                  | 286.0          | -0-                           | 286.0        |
| In-house strip         | 250                  | -0-            | -0-                           | 250          |
| Total                  | <u>250</u>           | <u>286.0</u>   | <u>-0-</u>                    | <u>536.0</u> |
| <u>50 Cent</u>         |                      |                |                               |              |
| Purchased strip        | -0-                  | 117            | -0-                           | 117          |
| In-house strip         | 127                  | -0-            | -0-                           | 127          |
| Total                  | <u>127</u>           | <u>117</u>     | <u>-0-</u>                    | <u>244</u>   |
| <u>One Dollar</u>      |                      |                |                               |              |
| Purchased strip        | 40.0                 | 40.0           | -0-                           | 80.0         |
| Grand Total            | <u>4,491</u>         | <u>4,484</u>   | <u>-200</u>                   | <u>9,175</u> |
| <u>In-house Strip</u>  |                      |                |                               |              |
| Bronze                 | 20,000,000#          | *22,687,000#   |                               |              |
| Cu Ni                  | 2,500,000            | -0-            |                               |              |
| Cu-Ni Clad             | 12,500,000           | -0-            |                               |              |
| 10¢ = 2.5              |                      |                |                               |              |
| 25¢ = 4.5              |                      |                |                               |              |
| 50¢ = 5.5              |                      |                |                               |              |
| <u>Purchased Strip</u> |                      |                |                               |              |
| Bronze                 | 13,900,000#          | 13,400,000#    |                               |              |
| Cu Ni                  | 3,700,000            | 3,800,000      |                               |              |
| Cu-Ni Clad (10¢)       | -0-                  | 3,700,000      |                               |              |
| (25¢)                  | -0-                  | 5,100,000      |                               |              |
| (50¢)                  | -0-                  | 4,700,000      |                               |              |
| (\$1.00)               | 3,200,000            | 3,200,000      |                               |              |

Revised: February 1, 1973 *Vix*  
February 6, 1973

Enclosure (1)

FISCAL YEAR 1975 - DOMESTIC COIN PRODUCTION PLAN  
(Million of Coins)

| COIN DENOMINATION                   | PHILADELPHIA MINT | DENVER MINT   | SEAO       | TOTAL         |
|-------------------------------------|-------------------|---------------|------------|---------------|
| <u>1-Cent</u>                       |                   |               |            |               |
| Purchased strip                     | 2361.2            | 1138.5        | 200        | 3699.7        |
| In-house                            | <u>1261.3</u>     | <u>2484.0</u> | <u>-0-</u> | <u>3745.3</u> |
| Total                               | <u>3622.5</u>     | <u>3622.5</u> | <u>200</u> | <u>7450.0</u> |
| <u>5-Cent</u>                       |                   |               |            |               |
| Purchased strip                     | -0-               | 295           | -0-        | 295           |
| In-house                            | <u>443</u>        | <u>-0-</u>    | <u>-0-</u> | <u>443</u>    |
| Total                               | <u>443</u>        | <u>295</u>    | <u>-0-</u> | <u>738</u>    |
| <u>10-Cent</u>                      |                   |               |            |               |
| Purchased strip                     | -0-               | 415           | -0-        | 415           |
| In-house                            | <u>622</u>        | <u>-0-</u>    | <u>-0-</u> | <u>622</u>    |
| Total                               | <u>622</u>        | <u>415</u>    | <u>-0-</u> | <u>1037</u>   |
| <u>25-Cent</u>                      |                   |               |            |               |
| Purchased strip                     | -0-               | 262           | -0-        | 262           |
| In-house                            | <u>392</u>        | <u>-0-</u>    | <u>-0-</u> | <u>392</u>    |
| Total                               | <u>392</u>        | <u>262</u>    | <u>-0-</u> | <u>654</u>    |
| <u>50-Cent</u>                      |                   |               |            |               |
| Purchased strip                     | 79                | 115           | -0-        | 194           |
| In-house                            | <u>96</u>         | <u>-0-</u>    | <u>-0-</u> | <u>96</u>     |
| Total                               | <u>175</u>        | <u>115</u>    | <u>-0-</u> | <u>290</u>    |
| <u>1-Dollar</u>                     |                   |               |            |               |
| Purchased strip                     | 58                | 39            | -0-        | 97            |
| In-house                            | <u>-0-</u>        | <u>-0-</u>    | <u>-0-</u> | <u>-0-</u>    |
| Total                               | <u>58</u>         | <u>39</u>     | <u>-0-</u> | <u>97</u>     |
| <u>Grand Total (10<sup>6</sup>)</u> | <u>5312.5</u>     | <u>4748.5</u> | <u>200</u> | <u>10261</u>  |

COINAGE STRIP SUMMARY (POUNDS)

| Purchased |                   |                   |                  |                   |
|-----------|-------------------|-------------------|------------------|-------------------|
| Bronze    | 23,611,750        | 11,385,000        | 2,000,000        | 36,996,750        |
| Cu-Ni     | -0-               | 4,685,000         |                  | 4,685,000         |
| Clad      | 10¢               | 2,775,000         |                  | 2,775,000         |
|           | 25¢               | 4,680,000         |                  | 4,680,000         |
|           | 50¢               | 4,600,000         |                  | 7,750,000         |
|           | \$1.00            | 3,120,000         |                  | 7,760,000         |
| Total     | <u>31,401,750</u> | <u>31,245,000</u> | <u>2,000,000</u> | <u>64,646,750</u> |
| In-house  |                   |                   |                  |                   |
| Bronze    | 12,613,250        | 24,840,000        |                  | 37,453,250        |
| Cu-Ni     | 7,035,000         | -0-               |                  | 7,035,000         |
| Clad      | 10¢               | 4,150,000         |                  | 4,150,000         |
|           | 25¢               | 7,000,000         |                  | 7,000,000         |
|           | 50¢               | 3,850,000         |                  | 3,850,000         |
| Total     | <u>34,648,250</u> | <u>24,840,000</u> |                  | <u>59,488,250</u> |

## PROJECTED FOREIGN COIN PROGRAMS

| PROGRAM                          | PHILADELPHIA     | DENVER          | S.F.A.O.         |
|----------------------------------|------------------|-----------------|------------------|
| <u>FY 1974</u>                   |                  |                 |                  |
| Regular Coinage                  |                  |                 |                  |
| Taiwan - 5 Dollar                | 300,000,000 Pcs. |                 |                  |
| Taiwan - 1 Dollar                |                  |                 | 200,000,000 Pcs. |
| Ethiopia - 1 Dollar              |                  | 30,000,000 Pcs. |                  |
| Philippines - 25 Centavo (Equiv) |                  | 50,000,000      | 50,000,000       |
| Misc. - U.S. 25 Cent (Equiv)     |                  |                 | 10,000,000       |
| Proof Coinage                    |                  |                 |                  |
| Panama Proof Sets                |                  |                 | 100,000          |
| Liberia Proof Sets               |                  |                 | 30,000           |
| Nepal Proof Sets                 |                  |                 | 28,000           |
| Haiti - 9 Coin Set               | 10,000           |                 |                  |
| Panama (FAO) 1 and 5 Balboa      |                  |                 | 42,000           |
| <u>FY 1975</u>                   |                  |                 |                  |
| Regular Coinage                  |                  |                 |                  |
| Philippines - 25 Centavo (Equiv) |                  | 50,000,000      | 50,000,000       |
| Misc. - U.S. 25 Cent (Equiv)     |                  | 5,000,000       | 10,000,000       |
| Proof Coinage                    |                  |                 |                  |
| Panama Proof Sets                |                  |                 | 125,000          |
| Liberia Proof Sets               |                  |                 | 40,000           |
| Nepal Proof Sets                 |                  |                 | 35,000           |
| Panama (FAO) 1 and 5 Balboa      |                  |                 | 50,000           |

February 2, 1973

Enclosure (3)

PROPOSED STAFFING PLANFY 74 copy given Feb by  
N. Lawrence

2-15-73

COINING DIVISIONSHIFTS

|                            |              | 1st      | 2nd      | 3rd      | Total    |
|----------------------------|--------------|----------|----------|----------|----------|
| Superintendent             | GS-14        | 1        |          |          | 1        |
| Assistant Superintendent   | GS-13        | 1        |          |          | 1        |
| Mechanical Engineer        | GS-12        | 1        |          |          | 1        |
| Coin Production Supervisor | GS-11        | 1        | 1        | 1        | 3        |
| Accts. Maintenance Clerk   | GS- 6        | 1        | 1        | 1        | 3        |
|                            | <u>TOTAL</u> | <u>5</u> | <u>1</u> | <u>1</u> | <u>7</u> |

ROLLING AND CUTTING BRANCH

|                                |              |           |           |           |           |
|--------------------------------|--------------|-----------|-----------|-----------|-----------|
| Rolling & Cutting Foreman      | WS-10        | 1         |           |           | 1         |
| Rolling & Cutting Lead Foreman | WS- 7        | 1         | 1         | 1         | 3         |
| Roller                         | WG- 9        | 4         | 4         | 4         | 12        |
| Machine Operator R & C         | WG- 8        | 10        | 10        | 9         | 29        |
| Machine Operator               | WG- 7        |           |           |           |           |
| Helper, General                | WG- 5        |           |           |           |           |
|                                | <u>TOTAL</u> | <u>16</u> | <u>15</u> | <u>14</u> | <u>45</u> |

COUNTING & REVIEWING BRANCH

|                                   |              |           |           |           |           |
|-----------------------------------|--------------|-----------|-----------|-----------|-----------|
| Counting & Reviewing Foreman      | WS- 9        | 1         |           |           | 1         |
| Counting & Reviewing Lead Foreman | WS- 7        | 1         | 1         | 1         | 3         |
| Coin Bag Processing Leader        | WL- 7        | 1         |           |           | 1         |
| Weigher                           | WG- 8        | 1         | 1         | 1         | 3         |
| Machine Operator                  | WG- 7        | 12        | 12        | 12        | 36        |
| Helper, General                   | WG- 5        |           |           |           |           |
| Inspector                         | WG- 1        | <u>5</u>  | <u>3</u>  | <u>3</u>  | <u>11</u> |
|                                   | <u>TOTAL</u> | <u>21</u> | <u>17</u> | <u>17</u> | <u>55</u> |

PROPOSED STAFFING PLAN (CONT'D.)

|   |   | <u>SHIFTS</u>        |                      |                      |                       |
|---|---|----------------------|----------------------|----------------------|-----------------------|
|   |   | <u>1st</u>           | <u>2nd</u>           | <u>3rd</u>           | <u>Total</u>          |
| <u>PROCESS WEIGH BRANCH</u>                 |   |                      |                      |                      |                       |
| Process Weigh Foreman                       | WS- 7   | 1                    |                      |                      | 1                     |
| Process Weigh Lead Foreman                  | WS- 5   | 1                    | 1                    | 1                    | 3                     |
| Weigher                                     | WG- 8   | <u>3</u><br><u>5</u> | <u>3</u><br><u>4</u> | <u>3</u><br><u>4</u> | <u>9</u><br><u>13</u> |
|   | <b>TOTAL</b>  |                      |                      |                      |                       |
| <u>UPSETTING BRANCH</u>                     |   |                      |                      |                      |                       |
| Upsetting Equipment Lead Foreman            | WS- 5   | 1                    |                      |                      | 1                     |
| Upsetting Equipment Leader                  | WL- 7   |                      | 1                    |                      | 1                     |
| Machine Operator                            | WG- 7   | 5                    | 4                    | 4                    | 13                    |
| Helper, General                             | WG- 5   |                      |                      |                      |                       |
|   | <b>TOTAL</b>  | <u>6</u>             | <u>5</u>             | <u>4</u>             | <u>15</u>             |
| <u>ANNEALING BRANCH</u>                     |   |                      |                      |                      |                       |
| Annealing Foreman                           | WS- 8   | 1                    |                      |                      | 1                     |
| Annealing Lead Foreman                      | WS- 6   | 1                    | 1                    | 1                    | 3                     |
| Annealer                                    | WG- 8   | 6                    | 6                    | 4                    | 16                    |
| Machine Operator                            | WG- 7   |                      |                      |                      |                       |
|   | <b>TOTAL</b>  | <u>8</u>             | <u>7</u>             | <u>5</u>             | <u>20</u>             |
| <u>COIN PRESS BRANCH</u>                    |   |                      |                      |                      |                       |
| <del>Coin Press General Foreman</del>       | <del>Production Supervisor</del><br><del>WS- 12</del> | 1                    |                      |                      | 1                     |
| Coin Press Foreman                          | WS- 9   | 1                    | 1                    | 1                    | 3                     |
| Coin Press Lead Foreman                     | WS- 7   | 1                    | 1                    | 1                    | 3                     |
| Die Setter                                  | WG- 9   | 7                    | 7                    | 7                    | 21                    |
| Pressman                                    | WG- 8   | 19                   | 19                   | 19                   | 57                    |
| <i>Coin Press die &amp; parts attendant</i> | <i>WS- 4</i>  | <i>1</i>             |                      |                      |                       |
| <del>Machine Operator</del>                 | <del>WS- 7</del>                                      |                      |                      |                      |                       |
|   | <b>TOTAL</b>  | <u>30</u>            | <u>28</u>            | <u>28</u>            | <u>86</u>             |

PROPOSED STAFFING PLAN (CONT'D.)

|   |       | <u>SHIFTS</u> |            |              |
|---|-------|---------------|------------|--------------|
|   |       | <u>1st</u>    | <u>2nd</u> | <u>3rd</u>   |
|   |       |               |            | <u>Total</u> |
| <u>MATERIALS HANDLING BRANCH</u>                |       |               |            |              |
| Materials Handling Foreman                      | WS- 6 | 1             |            | 1            |
| Weighers  | WG- 8 |               | 3          |              |
|   | TOTAL |               | 4          |              |
|   |       |               |            |              |
| <u>PACKAGING MEDALS &amp; UNCIRCULATED SETS</u> |       |               |            |              |
| Machine Operator                                | WG- 7 |               |            |              |
| Inspector                                       | WG- 1 |               |            |              |
|   | TOTAL |               |            |              |
|   |       |               |            |              |
| TOTAL COINING OFFICE FORCE                      |       | 7             |            |              |
| TOTAL COINING PLANT FORCE                       |       | 238           |            |              |
| DIVISION TOTAL                                  |       | 245           |            |              |

## STAFFING PLAN

Total Anticipated  
No Emp Required

Orig

DRAFT  
Last Emp  
Needed

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES AND GRADE</u>   | <u>SHIFTS</u> | <u>TOTAL NUMBER OF EMPLOYEES</u> | <u>NUMBER OF VACANCIES</u> |
|------------------------------|--|---------------|----------------------------------|----------------------------|
|                              |  | 1ST 2ND 3RD   | 1/                               |                            |
| Office of the Superintendent |  |               | Pres. Authorized                 |                            |
|                              | Superintendent, GS-301-15  | 1             | 1                                |                            |
|                              | Deputy Superintendent,<br>GS-301-15                                      | 1             | 1                                |                            |
| OFF FY 1974 -                | Special Mechanical<br>Assistant, GS-301-13                               | 1             | 1                                |                            |
|                              | Metallurgist, GS-1321-7  | 1             | 1                                |                            |
|                              | Secretary (Stenography),<br>GS-318-7                                     | 1             | 1                                | 1                          |
|                              | Transportation Specialist<br>(Typing), GS-2101-7                         | 1             | 1                                |                            |
|                              | Secretary (Typing),<br>GS-318-4  | 1             | 1                                |                            |
| Occupational Health Branch   |  |               |                                  |                            |
|                              | Occupational Health<br>Nurse, GS-610-9                                   | 1             | 1                                |                            |
|                              |  | TOTAL         | 8                                | 1                          |
| Purchasing Branch            |  |               |                                  |                            |
|                              | Procurement Officer,<br>GS-1102-9  | 1             | 1                                |                            |
|                              | Procurement Assistant<br>(Typing), GS-1102-7                             | 1             | 1                                |                            |
| Supply Section               |  |               |                                  |                            |
|                              | Supervisory Supply Clerk,<br>(Typing), GS-2005-6                         | 1             | 1                                |                            |
|                              | Supply Clerk (Typing),<br>GS-2005-5                                      | 1             | 1                                |                            |
|                              | Supply Clerk (Typing),<br>GS-2005-4                                      | 1             | 1                                |                            |
|                              |  | TOTAL         | 5                                | 0                          |
| 1/ Total includes vacancies. |  |               |                                  |                            |
| * Numismatic Service         | Supv. Information Receptionist<br>GS-304-6(FY 1973) & GS-304-7 (FY 1974) | 1             | 1                                |                            |
|                              | Sales Store Clerk, GS-2091-3   | 2             | 2                                |                            |
|                              | Supply Clerk, GS-2005-3  | 1             | 1                                | 0                          |
|                              |  | TOTAL         | 4                                | 0                          |

## STAFFING PLAN

ORGANIZATION LOCATION

ASSAY DIVISION

| <u>TITLE, SERIES<br/>AND GRADE</u>        | <u>SHIFTS</u> |            |            | <u>TOTAL NUMBER<br/>OF EMPLOYEES</u> | <u>NUMBER OF<br/>VACANCIES</u> |
|---|---------------|------------|------------|--------------------------------------|--------------------------------|
|   | <u>1ST</u>    | <u>2ND</u> | <u>3RD</u> |                                      |                                |
| Assayer<br>GS-1320-13                     | 1             |            |            | 1                                    |                                |
| Asst. Assayer<br>GS-1320-11               | 1             |            |            | 1                                    |                                |
| Chemist<br>GS-1320-11                     | 1             |            |            | 1                                    |                                |
| Quality Assurance<br>Speclst<br>GS-1910-9 | 1             |            |            | 1                                    |                                |
| Quality Assurance<br>Speclst<br>GS-1910-7 | 1             | 1          |            | 2                                    | 1                              |
| Chemist<br>GS-1320-7                      | 5             |            |            | 5                                    |                                |
| <b>TOTALS</b>                             | <b>9</b>      | <b>1</b>   | <b>1</b>   | <b>11</b>                            |                                |

*Spj Vacancy 2-20-23*

## STAFFING PLAN

ORGANIZATION LOCATION

ASSAY DIVISION

| <u>TITLE, SERIES<br/>AND GRADE</u>        | <u>SHIFTS</u> | <u>TOTAL NUMBER<br/>OF EMPLOYEES</u> | <u>NUMBER OF<br/>VACANCIES</u> |
|---|---------------|--------------------------------------|--------------------------------|
|   | 1ST 2ND 3RD   |                                      |                                |
| Assayer<br>GS-1320-13                     | 1             | 1                                    |                                |
| Asst. Assayer<br>GS-1320-11               | 1             | 1                                    |                                |
| Chemist<br>GS-1320-11                     | 1             | 1                                    |                                |
| Quality Assurance<br>Speclst<br>GS-1910-9 | 1 1           | 2                                    |                                |
| Quality Assurance<br>Speclst<br>GS-1910-7 | 1             | 1                                    |                                |
| Chemist<br>GS-1320-7                      | 5             | 5                                    |                                |
| TOTAL                                     | 9 1 1         | 11                                   |                                |

## STAFFING PLAN

Copy 7 Jan, 2-15-73

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES AND GRADE</u>                             | <u>SHIFTS</u><br>1ST 2ND 3RD | <u>TOTAL NUMBER OF EMPLOYEES</u> | <u>NUMBER OF VACANCIES</u> |
|------------------------------|--|------------------------------|----------------------------------|----------------------------|
| Cash Division                | Hd. Cash Division<br>(301)-GS-11                           | 1ST                          | 1                                |                            |
|                              | Ass't. Hd. Cash Div.<br>(301)-GS-9                         | 1ST                          | 1                                |                            |
|                              | Transp. Specialist<br>(2101)-GS-7                          | 1ST                          |                                  | 1                          |
|                              | Accts. Maint. Clerk<br>(520)-GS-6                          | 1ST                          | 1                                |                            |
|                              | Clerk-Typist<br>(322)-GS-5                                 | 1ST                          | 1                                |                            |
|                              | Coin Rec. & Shipping<br>Lead Foreman<br>(6941)-WS-7        | 1ST                          | 1                                |                            |
|                              | Coin Rec. & Shipping<br>Ass't. Lead Foreman<br>(6941)-WS-5 | 1ST                          | 1                                |                            |
|                              | Weigher<br>(5424)-WG-8                                     | 1ST                          | 1                                |                            |
|                              | Machine Operator<br>(3429)-WG-7                            | 1ST                          | 6                                |                            |
|                              | Laborer*<br>(3502)-WG-2                                    | 1ST                          | 5                                |                            |

\* Laborer - Part Time Basis  
74 Days (Foreign Coin)

2 full time - 1974

## STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES<br/>AND GRADE</u>                         | <u>SHIFTS</u><br><u>1ST 2ND 3RD</u> | <u>TOTAL NUMBER<br/>OF EMPLOYEES</u> | <u>NUMBER OF<br/>VACANCIES</u> |
|------------------------------|--|-------------------------------------|--------------------------------------|--------------------------------|
| Cash Division                | Hd. Cash Division<br>(301)-GS-11                           | 1ST                                 | 1                                    |                                |
|                              | Ass't. Hd. Cash Div.<br>(301)-GS-9                         | 1ST                                 | 1                                    |                                |
|                              | Transp. Specialist<br>(2101)-GS-7                          | 1ST                                 |                                      | 1                              |
|                              | Accts. Maint. Clerk<br>(520)-GS-6                          | 1ST                                 | 1                                    |                                |
|                              | Clerk-Typist<br>(322)-GS-5                                 | 1ST                                 | 1                                    |                                |
|                              | Coin Rec. & Shipping<br>Lead Foreman<br>(6941)-WS-7        | 1ST                                 | 1                                    |                                |
|                              | Coin Rec. & Shipping<br>Ass't. Lead Foreman<br>(6941)-WS-5 | 1ST                                 | 1                                    |                                |
|                              | Weigher<br>(5424)-WG-8                                     | 1ST                                 | 1                                    |                                |
|                              | Machine Operator<br>(3429)-WG-7                            | 1ST                                 | 7                                    |                                |
|                              | Laborer*<br>(3502)-WG-2                                    | 1ST                                 | 5                                    | 1                              |

\* Laborer - Part Time Basis  
30 Days (Foreign Coin)

1 - Full Trim - 1975

copy made 2-14-73  
FEBRUARY 1973

1974  
STAFFING PLAN FISCAL YEAR 1975

MELTING DIVISION

| <u>Branch:</u>         | <u>Number of Employees</u> | <u>Title, Series and Grade</u>             | <u>Shifts</u> |            |            | <u>Number Vacancies</u> |
|------------------------|----------------------------|--|---------------|------------|------------|-------------------------|
|                        |                            |  | <u>1st</u>    | <u>2nd</u> | <u>3rd</u> |                         |
| <u>Office</u>          |                            |  |               |            |            |                         |
|                        | 1                          | Superintendent 2-225 GS-1321-14            | 1             |            | 1          | 0                       |
|                        | 1                          | Asst. to Supt. Melting 2-209 GS-1101-11    | 1             |            | 1          | 0                       |
|                        | 1                          | Accts. Maintenance Clerk D-2 GS-520-6      | 1             |            | 1          | 0                       |
|                        | 1                          | Sweeps Segregator Ldr. D-3WL WL-5607-9     | 1             |            | 1          | 0                       |
| <u>Ingot Melting</u>   |                            |  |               |            |            |                         |
|                        | 1                          | Ingot Melt Foreman D-34-WS WS-3701-10      | 1             |            | 1          | 0                       |
|                        | 2                          | Ingot Melt Asst. Foreman D-46-WS WS-3701-8 | 1             | 1          | 2          | 0                       |
|                        | 20                         | Melter D-26-WG WG-3741-9                   | 10            | 9          | 19         | 1                       |
|                        | 18                         | Melter D-25-WG WG-3741-7                   | 8             | 7          | 15         | 3                       |
| <u>Make-Up</u>         |                            |  |               |            |            |                         |
|                        | 1                          | M-U Weigh Lead Foreman D-19-WS WS-5424-7   | 1             |            | 1          | 0                       |
|                        | 4                          | Weigher D-30-WG WG-5424-8                  | 2             | 2          | 4          | 0                       |
| <u>Special Melting</u> |                            |  |               |            |            |                         |
|                        | 1                          | Spec. Melt Ld. Foreman D-20-WS WS-3741-7   | 1             |            | 1          | 0                       |
| <u>TOTALS:</u>         | <u>51</u>                  |  | <u>28</u>     | <u>19</u>  | <u>47</u>  | <u>4</u>                |

This schedule considers Higgins and Drehle off the rolls.

Copy to Room 2-16

UNITED STATES GOVERNMENT

# Memorandum

TO : Personnel Office

DATE: Feb. 16, 1973

FROM : Duane R. Sjaardema, <sup>DPS</sup> Supt., Building &  
Mechanical Division

SUBJECT: Staffing Plan for Fiscal Years 1974 and 1975

The staffing plan for the Building and Mechanical Division  
is herewith submitted for inclusion in the overall Denver Mint staffing  
plan.



5010-109

*Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan*

## S T A F F I N G P L A N

ORGANIZATION LOCATION

## OFFICE STAFF:

Supt., Bldg. & Mech. Div.  
 Asst. Supt., Bldg. & Mech. Div.  
 Mechanical Engineer  
 Electrical Engineer  
 Clerk-Stenographer  
 Elevator Operator  
 (Scale Shop)  
 Scale Mechanic Leader  
 Scale Mechanic  
 Scale Mechanic

## MACHINE SHOP BRANCH:

Foreman, Machine Shop Branch  
 Assistant to the Foreman, Mach. Shop Br.  
 Assistant Foreman, Machine Shop Branch  
 Toolmaker  
 Machinist  
 Machinist

## BUILDING MAINTENANCE BRANCH:

Foreman, Building Maintenance Branch  
 Assistant Foreman, Bldg. Maint. Br.  
 Maintenance Man  
 Maintenance Man

## ELECTRICAL SHOP BRANCH:

Foreman, Electrical Shop Branch  
 Asst. Foreman, Electrical Shop Branch  
 Electronics Mechanic  
 Electrician, Equipment Repairer  
 Electrician  
 Electrician

| TITLE, SERIES<br>AND GRADE | SHIFTS |     |     | TOTAL NUMBER<br>OF EMPLOYEES | NUMBER OF<br>VACANCIES |
|----------------------------|--------|-----|-----|------------------------------|------------------------|
|                            | 1ST    | 2ND | 3RD |                              |                        |
| GS-830-13                  | 1      |     |     | 1                            | 0                      |
| GS-1601-11                 | 1      |     |     | 1                            | 0                      |
| GS-830-11                  | 1      |     |     | 1                            | 0                      |
| GS-850-12                  | 1      |     |     | 1                            | 0                      |
| GS-312-5                   | 1      |     |     | 1                            | 0                      |
| WG-5438-1                  | 1      |     |     | 1                            | 0                      |
| WL-4838-13*                | 1      |     |     | 1                            | 0                      |
| WG-4838-13                 | 2      |     |     | 2                            | 0                      |
| WG-4838-08**               | 1      |     |     | 1                            | 0                      |
| WS-3401-13                 | 1      |     |     | 1                            | 0                      |
| WS-3401-12                 | 1      |     |     | 1                            | 0                      |
| WS-3401-11                 | 1      | 1   | 1   | 3                            | 0                      |
| WG-3416-13                 | 4      | 2   | 1   | 7                            | 3                      |
| WG-3414-11                 | 14     | 5   | 2   | 21                           | 2                      |
| WG-3414-8**                | 1      | 1   |     | 2                            | 0                      |
| WS-4701-09                 | 1      |     |     | 1                            | 0                      |
| WS-4701-07                 | 1      |     |     | 1                            | 0                      |
| WG-4752-10                 | 3      |     |     | 3                            | 0                      |
| WG-4752-08**               | 2      |     |     | 2                            | 0                      |
| WS-2801-11                 | 1      |     |     | 1                            | 0                      |
| WS-2801-09                 | 1      |     |     | 1                            | 0                      |
| WG-2614-12                 | 3      |     |     | 3                            | 0                      |
| WG-2801-11                 | 5      | 2   | 1   | 8                            | 3                      |
| WG-2805-10**               |        |     | 1   | 1                            | 0                      |
| WG-2805-08**               | 1      |     |     | 1                            | 0                      |

\*Position will be abolished upon retirement of incumbent.

\*\*Career Ladder Position; incumbent will advance to higher grade when qualifications are met.

## Staffing Plan - Building &amp; Mechanical Division - PAGE 2

| <u>ORGANIZATION LOCATION</u>        | <u>TITLE, SERIES<br/>AND GRADE</u> | <u>SHIFTS</u> |            |            | <u>TOTAL NUMBER<br/>OF EMPLOYEES</u> | <u>NUMBER OF<br/>VACANCIES</u> |
|-------------------------------------|------------------------------------|---------------|------------|------------|--------------------------------------|--------------------------------|
|                                     |                                    | <u>1ST</u>    | <u>2ND</u> | <u>3RD</u> |                                      |                                |
| <b>POWER PLANT BRANCH:</b>          |                                    |               |            |            |                                      |                                |
| Foreman, Power Plant Branch         | WS-5401-09                         | 1             |            |            | 1                                    | 0                              |
| Boiler Plant Operator               | WG-5402-10                         | 1             | 2          | 1          | 4                                    | 0                              |
| <b>METAL WORKING BRANCH:</b>        |                                    |               |            |            |                                      |                                |
| Foreman, Metal Working Branch       | WS-4701-10                         | 1             |            |            | 1                                    | 0                              |
| Asst. Foreman, Metal Working Branch | WS-4701-09                         |               | 1          |            | 1                                    | 1                              |
| General Mechanic                    | WG-4701-11                         | 2             | 1          | 2          | 5                                    | 2                              |
| General Mechanic                    | WG-4701-08**                       | 1             | 1          |            | 2                                    | 0                              |
| General Mechanic Helper             | WG-4701-05**                       | 1             |            |            | 1                                    | 0                              |
| <b>CUSTODIAL BRANCH:</b>            |                                    |               |            |            |                                      |                                |
| Foreman, Custodial Branch           | WS-3501-02                         | 1             |            |            | 1                                    | 0                              |
| Assistant Foreman, Custodial Branch | WS-3501-01                         | 1             |            |            | 1                                    | 0                              |
| Janitor                             | WG-3566-02                         | 10            | 1          |            | 11                                   | 2                              |
|                                     |                                    |               |            |            | 13                                   | 2                              |

95  
= =  
95  
- 1  
94

\*\*Career Ladder Position; incumbent will advance to higher grade when qualifications are met.

## STAFFING PLAN

ORGANIZATION LOCATION

PERSONNEL DIVISION

| <u>TITLE, SERIES<br/>AND GRADE</u>   | <u>SHIFTS</u> | <u>TOTAL NUMBER<br/>OF EMPLOYEES</u> <sup>1/</sup> | <u>NUMBER OF<br/>VACANCIES</u> |
|--------------------------------------|---------------|--|--------------------------------|
|                                      | 1ST 2ND 3RD   |  |                                |
| Personnel Officer<br>GS-301-13       | 1             | 1  |                                |
| Asst. Personnel Offcr<br>GS-301-12   | 1             | 1  | 1                              |
| Personnel Mgmt. Speclst<br>GS-201-11 | 1             | 1  |                                |
| Personnel Mgmt. Speclst<br>GS-201-9  | 1             | 1  |                                |
| Personnel Mgmt. Speclst<br>GS-201-7  | 1             | 1  |                                |
| Personnel Clerk (Steny)<br>GS-203-5  | 1             | 1  |                                |
| Personnel Clerk (Steny)<br>GS-203-4  | 2             | 2  |                                |
|                                      | TOTAL         | 8  | 1                              |

1/ Total includes vacancies.

S T A F F I N G P L A N

| <u>Organization Location</u> | <u>Title Series<br/>and Grade</u>                      | <u>Total Number<br/>of Employees</u> |
|------------------------------|--|--------------------------------------|
| Accounting Division          | Budget and Accounting Officer<br>(GS-504-14)           | 1                                    |
|                              | Assistant Budget and Accounting Officer<br>(GS-504-13) | 1                                    |
|                              | Cost Accountant<br>(GS-510-12)                         | 1                                    |
|                              | Cost Accountant<br>(GS-510-11)                         | 1                                    |
|                              | Operating Accountant (Bullion)<br>(GS-510-11)          | 1                                    |
|                              | Operating Accountant (Bullion)<br>(GS-510-7)           | 1                                    |
|                              | Operating Accountant (General Ledger)<br>(GS-510-11)   | 1                                    |
|                              | Accounts Maintenance Clerk (Typing)<br>(GS-520-5)      | 1                                    |
| EAM Branch                   | Supervisory EAM Project Planner<br>(GS-362-9)          | 1                                    |
|                              | Computer Systems Analyst<br>(GS-334-9)                 | 1                                    |
|                              | Supervisory EAM Project Planner<br>(GS-362-7)          | 1                                    |
|                              | EAM Operator<br>(GS-359-5)                             | 1                                    |
|                              | EAM Operator<br>(GS-359-3)                             | 2                                    |
| Payroll Branch               | Payroll Supervisor<br>(GS-544-7)                       | 1                                    |
|                              | Payroll Clerk (Typing)<br>(GS-544-5)                   | 1                                    |
|                              | Payroll Clerk (Typing)<br>(GS-544-4)                   | 1                                    |

S T A F F I N G P L A N

| <u>Organization Location</u> | <u>Title Series<br/>and Grade</u>                      | <u>Total Number<br/>of Employees</u> |
|------------------------------|--|--------------------------------------|
| Accounting Division          | Budget and Accounting Officer<br>(GS-504-14)           | 1                                    |
|                              | Assistant Budget and Accounting Officer<br>(GS-504-13) | 1                                    |
|                              | Cost Accountant<br>(GS-510-12)                         | 1                                    |
|                              | Cost Accountant<br>(GS-510-11)                         | 1                                    |
|                              | Operating Accountant (Bullion)<br>(GS-510-11)          | 1                                    |
|                              | Operating Accountant (Bullion)<br>(GS-510-9)           | 1                                    |
|                              | Operating Accountant (General Ledger)<br>(GS-510-11)   | 1                                    |
|                              | Accounts Maintenance Clerk (Typing)<br>(GS-520-5)      | 1                                    |
| EAM Branch                   | Supervisory EAM Project Planner<br>(GS-362-9)          | 1                                    |
|                              | Computer Systems Analyst<br>(GS-334-11)                | 1                                    |
|                              | Supervisory EAM Project Planner<br>(GS-362-7)          | 1                                    |
|                              | EAM Operator<br>(GS-359-5)                             | 1                                    |
|                              | EAM Operator<br>(GS-359-3)                             | 2                                    |
| Payroll Branch               | Payroll Supervisor<br>(GS-544-7)                       | 1                                    |
|                              | Payroll Clerk (Typing)<br>(GS-544-5)                   | 1                                    |
|                              | Payroll Clerk (Typing)<br>(GS-544-4)                   | 1                                    |

## STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES<br/>AND GRADE</u> | <u>SHIFTS</u> | <u>TOTAL NUMBER<br/>OF EMPLOYEES</u> | <u>NUMBER OF<br/>VACANCIES</u> |
|------------------------------|------------------------------------|---------------|--------------------------------------|--------------------------------|
|                              |                                    | 1ST 2ND 3RD   |                                      |                                |
| Safety Division              | Safety Manager                     | GS-018-12 1   | 1                                    | 0                              |
| " "                          | Safety Specialist                  | GS-018- 9 1   | 0                                    | 1                              |
| " "                          | Occ. Health Nurse                  | GS-610- 9 1   | 1                                    | 0                              |
| " "                          | Occ. Health Nurse                  | GS-610- 7 2   | 1                                    | 0                              |
| " "                          | Secretary (Steno)                  | GS-318- 5 1   | 1                                    | 0                              |



THE DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

OFFICE OF  
DIRECTOR OF THE MINT

RECEIVED

February 16, 1973

FEB 21 1973

Superintendent, U. S. Mint, Denver, Colorado ✓  
Superintendent, U. S. Mint, Philadelphia, Pa.  
Superintendent, U.S. Assay Office, New York, N.Y.  
Officer in Charge, U. S. Assay Office, San Francisco, CA

OFFICE OF  
SUPERINTENDENT  
U. S. MINT AT DENVER

Our letter of February 9, 1973, requested detailed information on personnel required to accomplish workload for FY 1974 and FY 1975, to be submitted with your Financial Plans for these years.

It was not intended that the detailed staffing plans be submitted at this time. What was intended was that a breakdown of personnel requirements be submitted with the Financial Plans which shows by program, the average employment of Per Annum and Per Diem, each, for each fiscal year.

The fully detailed staffing plans will be required at a later date, reflecting June 30, 1973 levels, as described in draft instructions sent to you last July. A final version of these instructions is being prepared currently, and will be distributed soon.

Sincerely,

F. H. MacDonald  
Acting Director of the Mint



Keep Freedom in Your Future With U.S. Savings Bonds

Reo,  
Copy to [unclear]



OFFICE OF  
DIRECTOR OF THE MINT

DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

W.D. Manning  
RECEIVED

MAR 19 1973

OFFICE OF  
SUPERINTENDENT

March 15, 1973 U. S. MINT AT PHILADELPHIA

Superintendent, U.S. Mint, Philadelphia, Pennsylvania  
Superintendent, U.S. Mint, Denver, Colorado  
Officer in Charge, U.S. Assay Office, San Francisco, Calif.

Our letter dated February 20 established criteria for use in planning required supplemental coin production capability. In our letter of February 26 we outlined additional planning data specifically related to each field office and requested your review and comments.

Having now received your input, we have finalized plans to the degree major equipment items specifically related to the intended production capability increase can be defined. This letter therefore supercedes our letter dated February 26. Enclosure (1) is unchanged from our letter dated February 26 and outlines the production standards used as the basis for planning. Enclosure (2) lists the production equipment, its estimated cost, and time frame for acquisition by Fiscal Year. Items shown for procurement in FY 73 and FY 74 have already been included in our Budget submittal. It is planned to include the items indicated for FY 75 in our forthcoming Fiscal 75 Budget Request.

The following plans related to each field office as indicated establish the bases for equipment included in enclosure (2).

PHILADELPHIA MINT

1. Major equipment items included in FY 1973 must be obligated for in FY 1973. Funds for Fiscal 73 obligation will be terminated on June 29, 1973.
2. Equipment planned for installation on the Main pressroom floor is:

|   | <u>Year Funded</u> |
|---|--------------------|
| (a) Two (2) additional Blanking Presses             | FY 73              |
| Five (5) replacement Blanking Presses               | FY 74              |
| (b) One (1) additional blank annealed cleaning line | FY 73              |



|  | Year Funded |
|--|-------------|
| (c) Four (4) upset mills (2 addn. and 2 repl.)                                 | FY 73       |
| (d) Sixteen (16) Quad type coining presses                                     | FY 73       |
| Twelve (12) Quad type coining presses<br>(Four additional and 24 replacements) | FY 74       |
| (e) One (1) additional count and bag station                                   | FY 75       |
| (f) Six (6) riddles (additional)   | FY 75       |

3. For installation in the Medal Room Area

|   |       |
|---|-------|
| (a) Four (4) riddles                      | FY 75 |
| (b) Three (3) upset mills                 | FY 75 |
| (c) Seventeen (17) Quad type coin presses | FY 75 |
| (d) Four (4) count and bag stations       | FY 75 |
| (e) Two (2) Platform scales               | FY 75 |
| (f) Overhead crane system                 | FY 75 |
| (g) Arbor press - 75 ton                  | FY 75 |
| (h) Two (2) scales - 10,000 lb.           | FY 75 |

It is estimated seven 4,000 pound tanks of blanks per shift will be processed in the Medal Room area, and up to 700 bags or 14 pallets of coins per shift will be produced.

DENVER MINT

1. The following equipment is planned for the Denver Mint to support increase in coin production capability.

|   | Year Funded |
|---|-------------|
| (a) Replace 3 Warco Blanking presses                              | FY 75       |
| (b) One (1) Blank Anneal and cleaning line,<br>4,000 lb. per hour | FY 75       |
| (c) Four (4) Quad type coin presses                               | FY 74       |
| Two (2) Quad type coin presses                                    | FY 75       |
| (d) Two (2) Vibrating Screens 3' x 10'                            | FY 75       |
| (e) Two (2) Bridge Cranes - Main Pressroom                        | FY 75       |
| (f) Monorail System   | FY 75       |
| (g) Remove Slab Anneal Furnace and relocate equip.                | FY 75       |

SAN FRANCISCO ASSAY OFFICE

1. Replacement of two (2) Blanking Presses and the addition of two (2) upset mills is assumed.

2. Exclusive use of 7 Columbia and 6 Bliss 6K-225 Quad, and 11 dual type coining presses on domestic coin production is assumed. The previously stipulated 9 additional coin presses will not be provided, nor is investment in providing new space for same to be made.

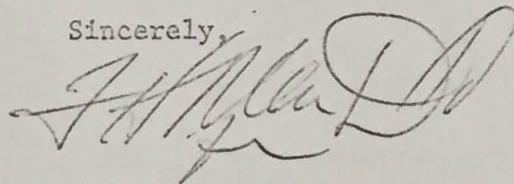
3. It is intended to assign no more than two denominations concurrently, limited to cents, nickels, or dimes to the SFAO for domestic production during the period of high volume coin demand. With this production mix the expected 2.3 billion coins per year can be reached utilizing the above coin presses.
4. Up to nine (9) existing dual type coin presses may be transferred from the Philadelphia Mint as replacements only, as OSHA need or condition of SFAO presses may dictate.

Enclosure (3) outlines the plan for assignment of newly acquired coin presses and the presses being displaced, as follows:

1. Forty-five (45) new Quad presses will be assigned to the Phila. Mint, and 34 duals will be displaced. Of the 45, twenty-eight (28) are planned for the main pressroom and 17 in the second floor Medal area.
2. Of the 34 dual type presses being displaced at the Philadelphia Mint -
  - 10 will be transferred to West Point - no OSHA.
  - 10 will be modified for OSHA, and then transferred to West Point.
  - 2 will be modified for OSHA, and then used to replace the two in the Medal Room now being used for ARBC and 1 5/16" single-struck medals.
  - 9 may be transferred to SFAO with or without OSHA as replacements.
  - 3 may be modified to OSHA and transferred to the Denver Mint for turnaround use in OSHA modification of additional existing dual presses.
3. The 5 dual type presses displaced by the installation of 3 Quads at the Denver Mint will be declared surplus.

Enclosure (4) summarizes the schedule of projected increase in coin production capability, intended to result from the installation of production equipment included in enclosure (2).

Sincerely,



Mary Brooks  
Director of the Mint

PRODUCTION STANDARDS

Weighted to Denomination Mix

of:      1 Cent      75%  
            5 Cent      6.5%  
            10 Cent      9.8%  
            25 Cent      5.6%  
            50 Cent      2.3%  
            1 Dollar      0.8%

| FUNCTION   | (Million Pieces Per Shift) |        |        |
|--|----------------------------|--------|--------|
|  | PHILA.                     | DENVER | SFAO   |
| Blanking - Per Press                                 | 1.29                       | 1.29   | 1.29   |
| Anneal & Clean -<br>Per 4,000# 1 hr. unit            | 3.02                       | 2.92   | 3.02   |
| Stamping - Per Dual Press                            | 0.0888                     | 0.0888 | 0.0888 |
| Upsetting - Per Mill                                 | 1.385                      | 1.385  | 1.385  |
| Counting and Bagging -<br>Per 2 Counter (or 4) Stand | 0.945                      | 0.945  | 0.945  |

Pieces Per Pound = 124.63

PROJECTED EQUIPMENT PROCUREMENT SCHEDULE FY 1973 - 1977  
FOR INCREASING PRODUCTION CAPABILITY TO 17.8 BILLION COINS PER YEAR

| ITEM                              | EST. COST          | FY 73 | 74 | 75 | 76 | FY 77 |
|-----------------------------------|--------------------|-------|----|----|----|-------|
| <u>FY 1973</u>                    |                    |       |    |    |    |       |
| <u>PHILADELPHIA MINT</u>          |                    |       |    |    |    |       |
| 2 Blanking Presses, etc.          | \$ 124,000         | -     | -  | -  |    |       |
| 1 Anneal & Cleaning Unit          | 165,000            | -     | -  | -  |    |       |
| 4 Upset Mills                     | 45,000             | -     | -  | -  |    |       |
| 16 Quad Coining Presses           | 1,120,000          | -     | -  | -  |    |       |
| Coil Straighteners                | 40,000             | -     | -  | -  |    |       |
| Blanking Die Sets                 | 30,000             | -     | -  | -  |    |       |
| 20 Counting Machines              | 30,000             | -     | -  | -  |    |       |
| Material Handling                 | 40,000             | -     | -  | -  |    |       |
| Miscellaneous & Scales            | 36,100             | -     | -  | -  |    |       |
| <u>FY 73 Total</u>                | <u>\$1,630,100</u> |       |    |    |    |       |
| <u>FY 1974</u>                    |                    |       |    |    |    |       |
| <u>PHILADELPHIA MINT</u>          |                    |       |    |    |    |       |
| 5 Blanking Presses, etc.          | \$ 350,000         | -     | -  | -  |    |       |
| 12 Quad Coining Presses           | 840,000            | -     | -  | -  |    |       |
| <u>DENVER MINT</u>                |                    |       |    |    |    |       |
| 4 Upset Mills                     | 35,000             | -     | -  | -  |    |       |
| 4 Quad Coining Presses            | 280,000            | -     | -  | -  |    |       |
| <u>FY 74 Total</u>                | <u>\$1,505,000</u> |       |    |    |    |       |
| <u>FY 1975</u>                    |                    |       |    |    |    |       |
| <u>PHILADELPHIA MINT</u>          |                    |       |    |    |    |       |
| 2 Coil Boxes and<br>Straighteners | 30,000             | -     | -  | -  |    |       |
| 4 Upset Mills (3 Medal<br>Room)   | 48,000             | -     | -  | -  |    |       |
| Upset Mill Segments               | 35,500             | -     | -  | -  |    |       |
| 8 for 1-cent                      |                    | -     | -  | -  |    |       |
| 4 for 5-cent                      |                    | -     | -  | -  |    |       |
| 4 for 10-cent                     |                    | -     | -  | -  |    |       |
| 7 ea. for 25,50, \$1.00           |                    | -     | -  | -  |    |       |
| Upset Mill Discs                  | 67,000             | -     | -  | -  |    |       |
| 4 for 1-cent                      |                    | -     | -  | -  |    |       |
| 2 for 5-cent                      |                    | -     | -  | -  |    |       |
| 2 for 10-cent                     |                    | -     | -  | -  |    |       |
| 1 ea. for 25,50, \$1.00           |                    | -     | -  | -  |    |       |

|  | EST.<br>COST | FY 73 | 74 | 75 | 76 | FY 77 |
|--|--------------|-------|----|----|----|-------|
| Overhead Crane System<br>(Medal Area)  | \$ 42,000    |       |    |    |    |       |
| 8 Riddles with 18" Screens<br>(4 Medal Area)   | 80,000       |       |    |    |    |       |
| 2 Riddles with 24" Screens<br>(Main Press Room)  | 24,000       |       |    |    |    |       |
| 17 Quad Type Coining<br>Presses (Medal Room)   | 1,190,000    |       |    |    |    |       |
| Install, Provide Services<br>and Run-in Presses  | 41,000       |       |    |    |    |       |
| 5 Count and Bag Stations<br>(4 in Medal Area)  | 40,000       |       |    |    |    |       |
| 2 Scales - 10,000 lb. Cap.   | 24,000       |       |    |    |    |       |
| Arbor Press - 75 Ton Cap.  | 6,000        |       |    |    |    |       |
| 2 Fork Truck-8,000# Cap.   | 20,000       |       |    |    |    |       |
| 1 Low Lift Truck-8,000 lb.   | 10,000       |       |    |    |    |       |
| 1 High Lift Truck-8,000 lb.  | 12,000       |       |    |    |    |       |
|  | \$1,669,500  |       |    |    |    |       |
| <b>DENVER MINT</b>   |              |       |    |    |    |       |
| 2 Quad Type Coining Presses  | \$ 140,000   |       |    |    |    |       |
| Install Coining Presses  | 6,000        |       |    |    |    |       |
| Count and Bag Station<br>(4 Counters)  |              |       |    |    |    |       |
| 2 Blanking Presses (Repl)  | 140,000      |       |    |    |    |       |
| with Scrap Choppers (one<br>replacement @ \$75,000<br>included as FY 75 normal<br>requirement) |              |       |    |    |    |       |
| 2 Bridge Crane - 1 Ton   | 10,000       |       |    |    |    |       |
| Monorail System - 1 Ton  | 15,000       |       |    |    |    |       |
| Remove Slab Anneal Furnace<br>and relocate equipment   | 8,000        |       |    |    |    |       |
|  | \$ 327,000   |       |    |    |    |       |
| <b>SFAO</b>  |              |       |    |    |    |       |
| Convert 2 Columbia Presses<br>to Automatic Single Strike<br>and OSFA                           | 15,000       |       |    |    |    |       |

|  | EST.<br>COST | FY 73 | 74 | 75                | 76 | FY 77 |
|--|--------------|-------|----|-------------------|----|-------|
| Convert 2 Bliss 6K-200<br>Presses from Proof to<br>Automatic Single Strike and<br>OSHA | \$ 11,000    |       |    |                   |    |       |
| Convert 2 HME Proof Presses<br>to Automatic Feed for un-<br>circulated dollar          | 15,500       |       |    |                   |    |       |
| Improve handling of Coils &<br>Blanks to and from Blanking<br>Presses                  | 30,000       |       |    |                   |    |       |
| Material Handling System--   |              |       |    |                   |    |       |
| Anneal to Upset Area   | 40,000       |       |    |                   |    |       |
| 2 Upset Mills  | 24,000       |       |    |                   |    |       |
| 2 Count and Bag Stations<br>(8 Counters and 2 Sewing<br>Machines)                      | 20,000       |       |    |                   |    |       |
| Air Conditioning and Lighting<br>- Press Room  | 30,000       |       |    |                   |    |       |
| Loading Equipment for<br>Counting Stations   | 16,000       |       |    |                   |    |       |
| Misc. Small Items  | 39,000       |       |    |                   |    |       |
|  | \$ 240,500   |       |    |                   |    |       |
|  |              |       |    | PROCURE EQUIPMENT |    |       |
|  |              |       |    | INSTALL EQUIPMENT |    |       |
| FY 75 TOTAL  | \$2,237,000  |       |    |                   |    |       |

PROJECTED COIN PRESS  
ACQUISITION AND DISPOSITION SCHEDULE

|  | PHILADELPHIA |      | DENVER |      | S.F.A.O. |      |
|--|--------------|------|--------|------|----------|------|
|  | QUAD         | DUAL | QUAD   | DUAL | QUAD     | DUAL |
| <u>PRESSES ON HAND</u>   | 40           | 35   | 29     | 30   | 13       | 11   |
| Ship to West Point (Nov 73)                                    |              | -5   |        |      |          |      |
| <u>16 FY 73 Presses - (Quads)</u>                              |              |      |        |      |          |      |
| (7/74) Install 4 as Additional                                 | +4           |      |        |      |          |      |
| (10/74) 12 to Replace 14 Duals                                 | +12          | -14  |        |      |          |      |
| (10/74) 2 Duals to OSHA for Medal Room Replacement             |              |      | (2)    |      |          |      |
| (10/74) 5 Duals to West Point                                  |              |      | (5)    |      |          |      |
| 7 Duals to OSHA for West Point Replacement                     |              |      | (7)    |      |          |      |
| <u>16 FY 74 Presses - (Quads)</u>                              |              |      |        |      |          |      |
| (4/75) 12 for Phila to Replace 15 Dual Presses                 | +12          | -15  |        |      |          |      |
| (5/75) 3 Duals to OSHA for West Point Replacement              |              |      | (3)    |      |          |      |
| (6/75) 9 Duals to SFAO with OSHA as Replacements               |              |      | (9)    |      |          | (+9) |
| (6/75) 3 Duals to OSHA for Denver Replacement                  |              |      | (3)    |      |          | (-9) |
| (4/75) 3 of 16 for Denver to Replace 5 Dual Presses- (Surplus) |              |      |        | +3   | -5       |      |
| 1 of 16 for Denver as Additional                               |              |      |        | +1   |          |      |
| <u>19 FY 75 Presses - (Quads)</u>                              |              |      |        |      |          |      |
| (6/76) 17 for Phila. Medal Area (Additional)                   | +17          |      |        |      |          |      |
| (6/76) 2 for Denver (Additional)                               |              |      |        | +2   |          |      |
| FINAL BALANCE  | 85           | 1    | 35     | 25   | 13       | 11   |

SUMMARY OF DOMESTIC COIN  
PROJECTED COIN PRODUCTION CAPACITIES  
(Billion of Coins)

| FY             | TOTAL | PHILADELPHIA | DENVER | SFAO |
|----------------|-------|--------------|--------|------|
| (Two Shifts)   |       |              |        |      |
| 1973           | 9.28  | 4.50         | 3.59   | 1.19 |
| 1974           | 9.28  | 4.50         | 3.59   | 1.19 |
| 1975           | 10.55 | 5.64         | 3.72   | 1.19 |
| 1976           | 10.55 | 5.64         | 3.72   | 1.19 |
| 1977           | 12.46 | 6.78         | 4.13   | 1.55 |
| (Three Shifts) |       |              |        |      |
| 1973           | 13.02 | 6.30         | 5.06   | 1.66 |
| 1974           | 13.02 | 6.30         | 5.06   | 1.66 |
| 1975           | 15.10 | 7.86         | 5.58   | 1.66 |
| 1976           | 15.10 | 7.86         | 5.58   | 1.66 |
| 1977           | 17.80 | 9.50         | 6.00   | 2.30 |

Indicate Current Vacancies in Red Pencil <sup>beside total and</sup> since  
this number changes from Day to Day ??

Total Employees Authorized

Pres. Budgeted (?)

## Shifts

1st   2nd   3rd

15

Anticipated No.

Emp. Required for  
FY 1975-76

Shifts

No. Additional  
Employees Needed  
to Meet FY 75-76  
Requirements

Shifts

### Organizational Location

Title, Series & Grade



SHOOT - OF -  
U. S. MINT  
DENVER, COLORADO  
STAFFING PLAN  
FOR WAGE BOARD PERSONNEL  
F.Y. —

DIVISION OR OFFICE WAGE SHIFTS  
BY BRANCH GRADE 1ST 2ND 3RD Total

Pringle 7/18

Do not change table of  
existing Div.

use number of employees as  
shown in financial plan



# THE DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

RECEIVED

OFFICE OF  
DIRECTOR OF THE MINT

MAY 2 - 1973

April 20, 1973

OFFICE OF  
SUPERINTENDENT  
U. S. MINT AT DENVER

✓ Superintendent, U.S. Mint, Philadelphia, Pa.  
✓ Superintendent, U.S. Mint, Denver, Colorado  
Officer in Charge, U.S. Assay Office, San Francisco, California  
Superintendent, U.S. Assay Office, New York, N.Y.  
Officer in Charge, U.S. Bullion Depository, Fort Knox, Ky.

Gentlemen:

Attached are instructions and examples outlining the format desired in submitting Organization Charts and supporting data for Fiscal Year 1973.

These instructions are basically the same as those issued in 1972 with the exception of the position listings which will require a more detailed presentation.

Please review the organization charts and functional statements submitted last year as they currently apply. If there is no change, please indicate on the submission "June 30, 1972-1973." Those pages that have been changed will read June 30, 1973 only.

Please submit charts, functional statements and position lists to read from top to bottom of page rather than lengthwise.

Your submission should reflect your authorized personnel ceiling, including vacancies, as of the close of business June 30, 1973, and should be forwarded so as to reach this office no later than July 23, 1973.

Any questions you may have concerning this request should be directed to the Management and Organization Division, extension 8747.

Sincerely,

F. H. MacDonald  
Acting Director of the Mint



Keep Freedom in Your Future With U.S. Savings Bonds

BUREAU OF THE MINT

PROCEDURE FOR PREPARATION AND SUBMISSION OF ORGANIZATION CHARTS,  
FUNCTIONAL STATEMENTS, AND POSITION LISTS.

Purpose

The purpose of this directive is to establish a standard format for the development of organization charts, functional statements, and position lists.

Responsibility

The head of each Mint field office will designate a person or persons to be responsible for maintaining on a current basis the following material relating to his field office:

- (1) Organization Charts
- (2) Functional Statements, and
- (3) Position Lists

In the Office of the Director, the Chief, Management and Organization Division, is assigned this responsibility.

By "current basis" it is meant that each of the items listed above can be prepared and submitted to the Office of the Director as required, within two weeks of the "as of" date.

Organization Charts

Each field office will create and maintain a recap organization chart showing in block form with organization unit names only, all organizational units which report directly to the top administrative officer.

For each organization unit shown on the recap chart for which there is a further organizational breakdown, a supporting chart will be prepared showing that organization to its lowest level.

No functions, position titles, etc. will be shown in these blocks. These charts are to show structure only. Exhibits A or B attached will demonstrate the preparation of the Organization Chart most nearly similar to your office. These Exhibits are given to illustrate the format to be followed.

Charts will be on 8 x 10 1/2 plain white bond paper with a one-inch margin on the left and right-hand borders. Charts will be oriented as shown in the exhibits when practical, to facilitate reading when in binders.

### Functional Statements

A narrative style functional statement is to be prepared for each organizational unit shown in either the recap or supporting chart.

Functional statements should give a clear and precise indication of the work performed by the organization structure it is describing. The material should be arranged as follows:

- (1) The broad function of the field office.
- (2) The office of the Superintendent or Officer in Charge
- (3) Staff organizations, if any--from left to right as shown on the chart.
- (4) Units reporting to the top administrative official--from left to right as shown on the recap chart. The functional statements for these units will be complete to the lowest organization level.

Exhibit A or B attached will give format closely related to your office to be followed.

These submissions will be on 8 x 10 1/2 white bond paper with a one-inch margin on the left-hand side.

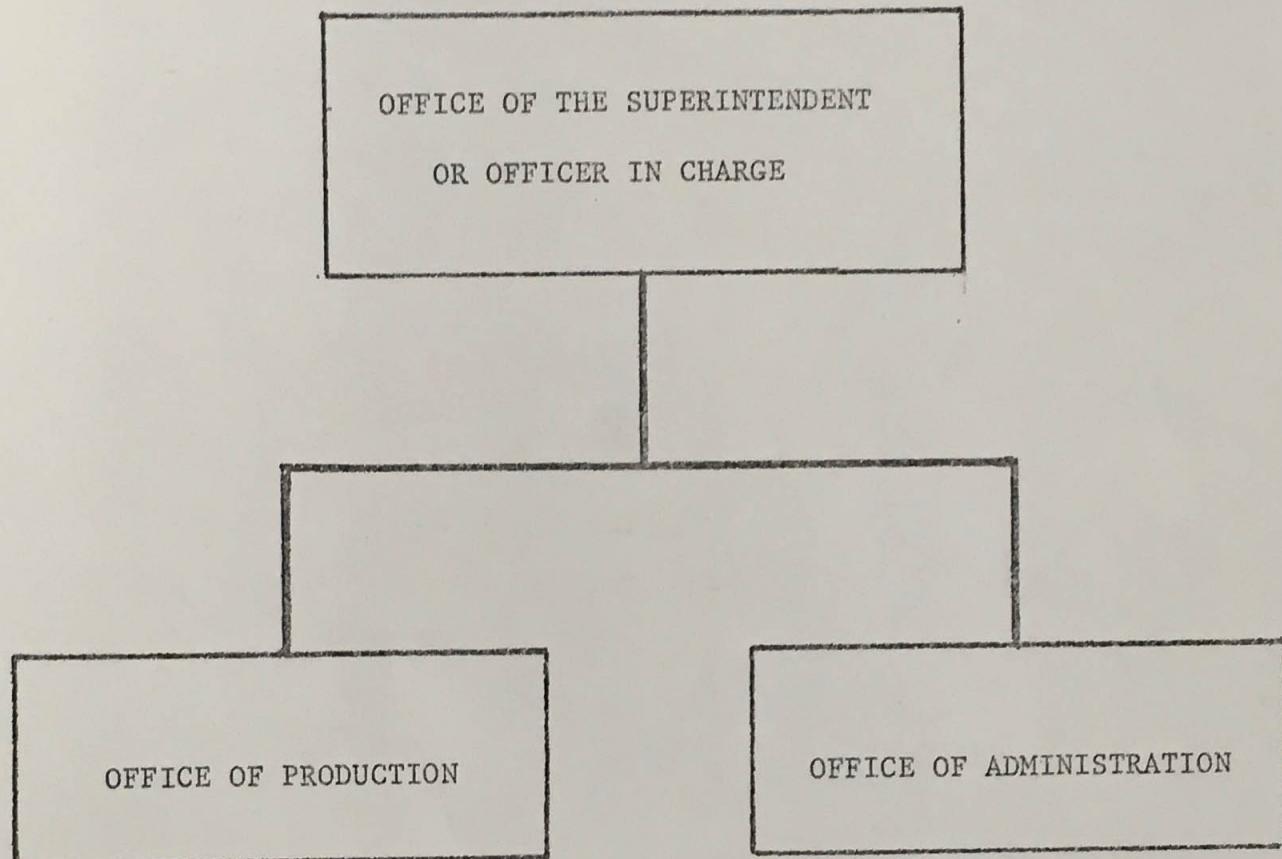
### Position Lists

A listing is to be prepared of authorized positions by title, series and grade, in organizational sequence paralleling that of the charts and functional statements. The lists will be a separate entity and will be the last part of your submission. Exhibit C illustrates the format and information desired by this office.

### Reporting

All data will be maintained on a current basis, but updated reports will only be prepared annually as of June 30, or as otherwise specifically requested. Submission of the updated reports to the Office of the Director will be within two weeks after the "as of" date for which the report was requested, or within one week after the request, whichever is later.

UNITED STATES MINT (OR ASSAY OFFICE)  
(Insert Name)



UNITED STATES MINT (OR ASSAY OFFICE)

(Insert Name)

FUNCTION OF OFFICE

(Furnish narrative statement of function of Mint or Assay Office)

OFFICE OF THE SUPERINTENDENT

(Furnish narrative statement of Superintendent's function)

OFFICE OF PRODUCTION

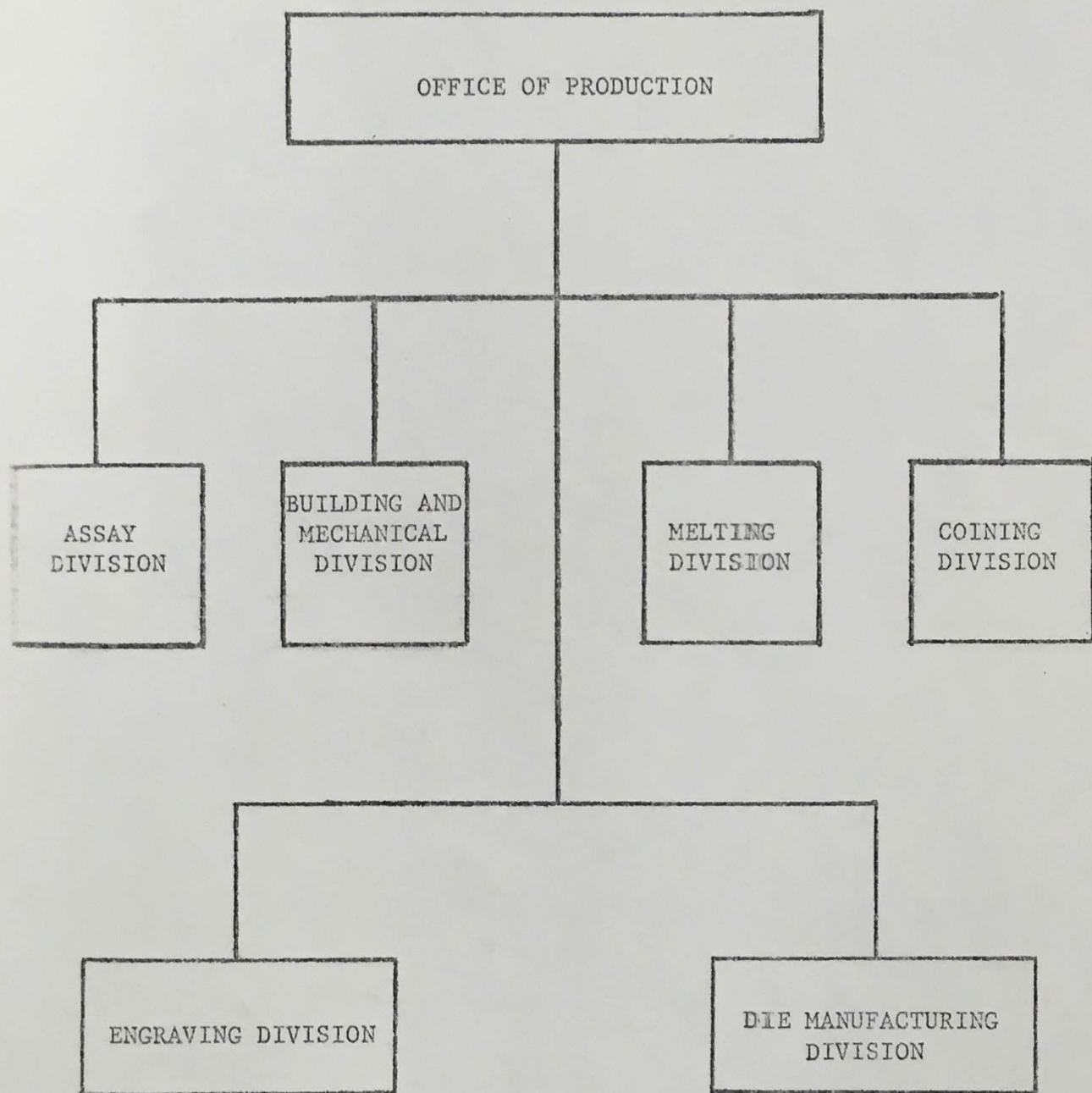
(Furnish narrative statement of function of Office of Production)

OFFICE OF ADMINISTRATION

(Furnish narrative statement of functions of Office of Administration)

(Continue on additional pages if required)

UNITED STATES MINT (OR ASSAY OFFICE)  
(Insert Name)



UNITED STATES MINT

X X X X

Office Production

(Repeat functional statement for Office of Production)

Assay Division

Building and Mechanical Division

Coining Division

Engraving Division

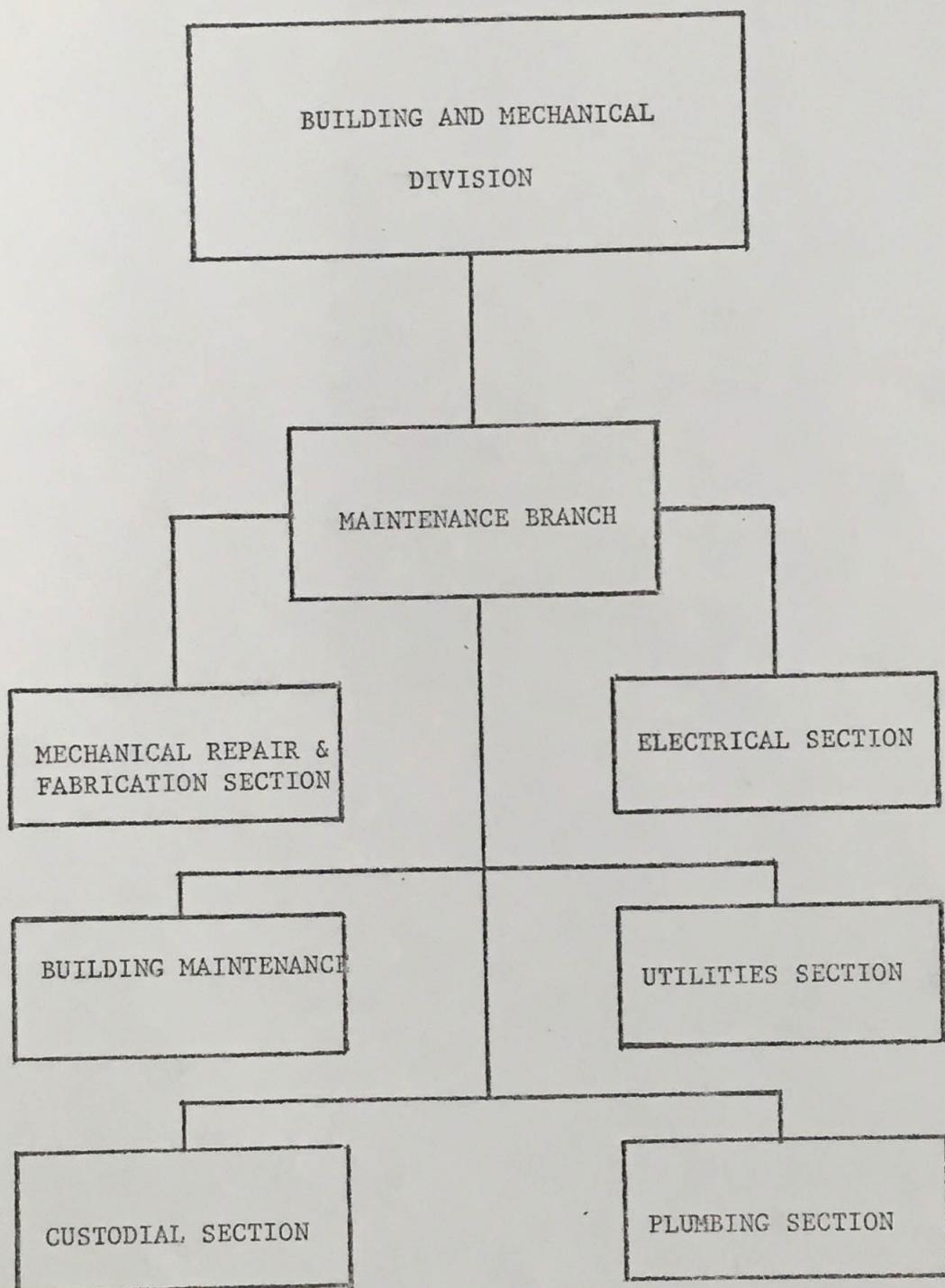
Die Manufacturing Division

Melting Division

(Furnish narrative statement for each Division)

(continue on additional pages if required)

UNITED STATES MINT (OR ASSAY OFFICE)  
(Insert Name)



UNITED STATES MINT (OR ASSAY OFFICE)

(Insert Name)

BUILDING AND MECHANICAL DIVISION

(Repeat narrative statement for Building and Mechanical Division)

MAINTENANCE BRANCH

(Furnish narrative statement for functions of Maintenance Branch)

MECHANICAL REPAIR AND FABRICATION SECTION

ELECTRICAL SECTION

BUILDING MAINTENANCE SECTION

UTILITIES SECTION

CUSTODIAL SECTION

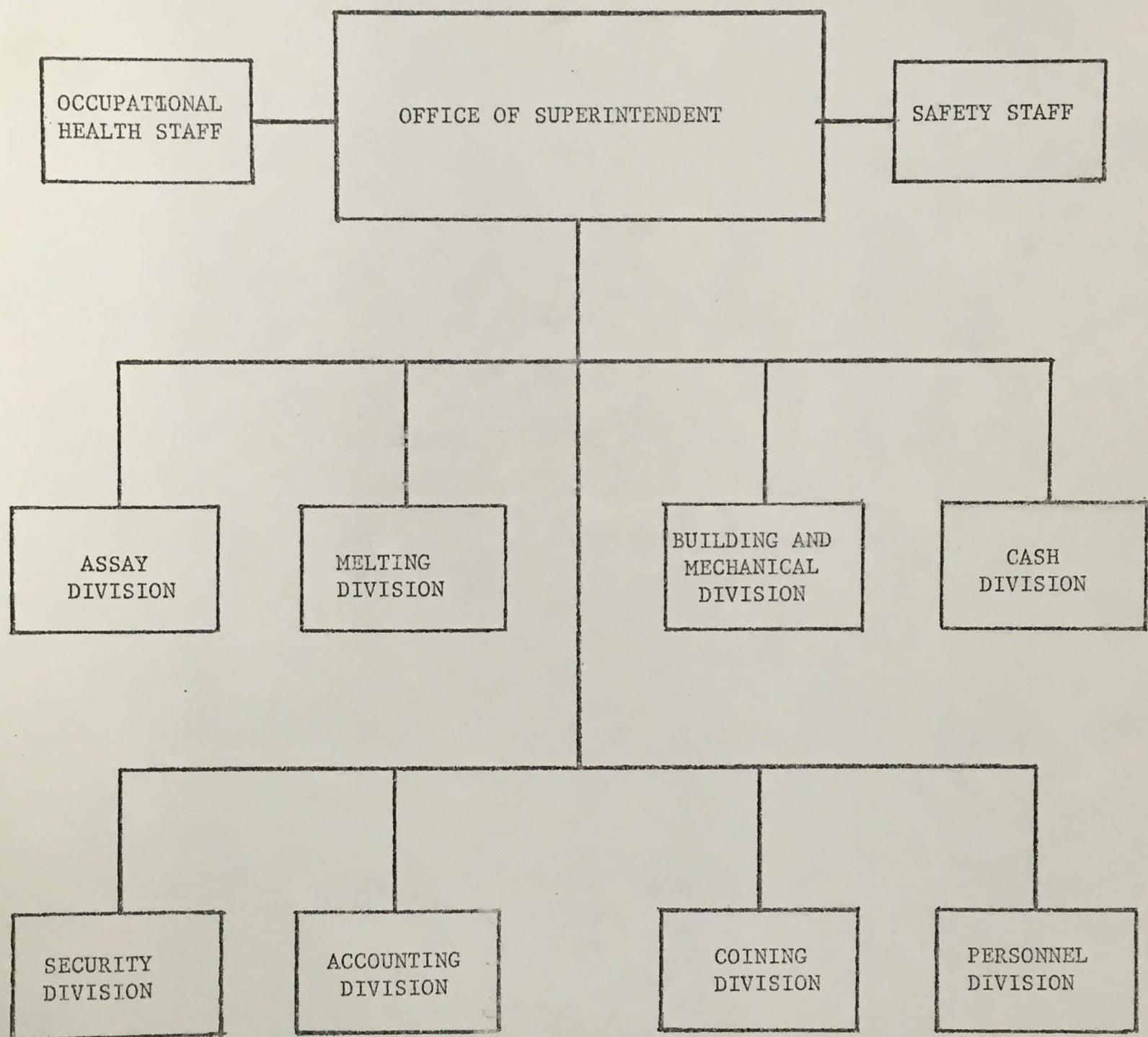
PLUMBING SECTION

(Furnish narrative statement for functions of each section)

(Continue on additional pages if required)

## UNITED STATES MINT

X X X X



UNITED STATES MINT

X X X

Office Function

(Furnish narrative statement of the function of the Office)

Office of the Superintendent

(Furnish narrative description of Superintendent's function)

Occupational Health Staff

(Furnish narrative description of Occupational Health Staff)

Safety Staff

(Furnish narrative functional statement)

Assay Division

Melting Division

Building and Mechanical Division

Cash Division

Security Division

Accounting Division

Coining Division

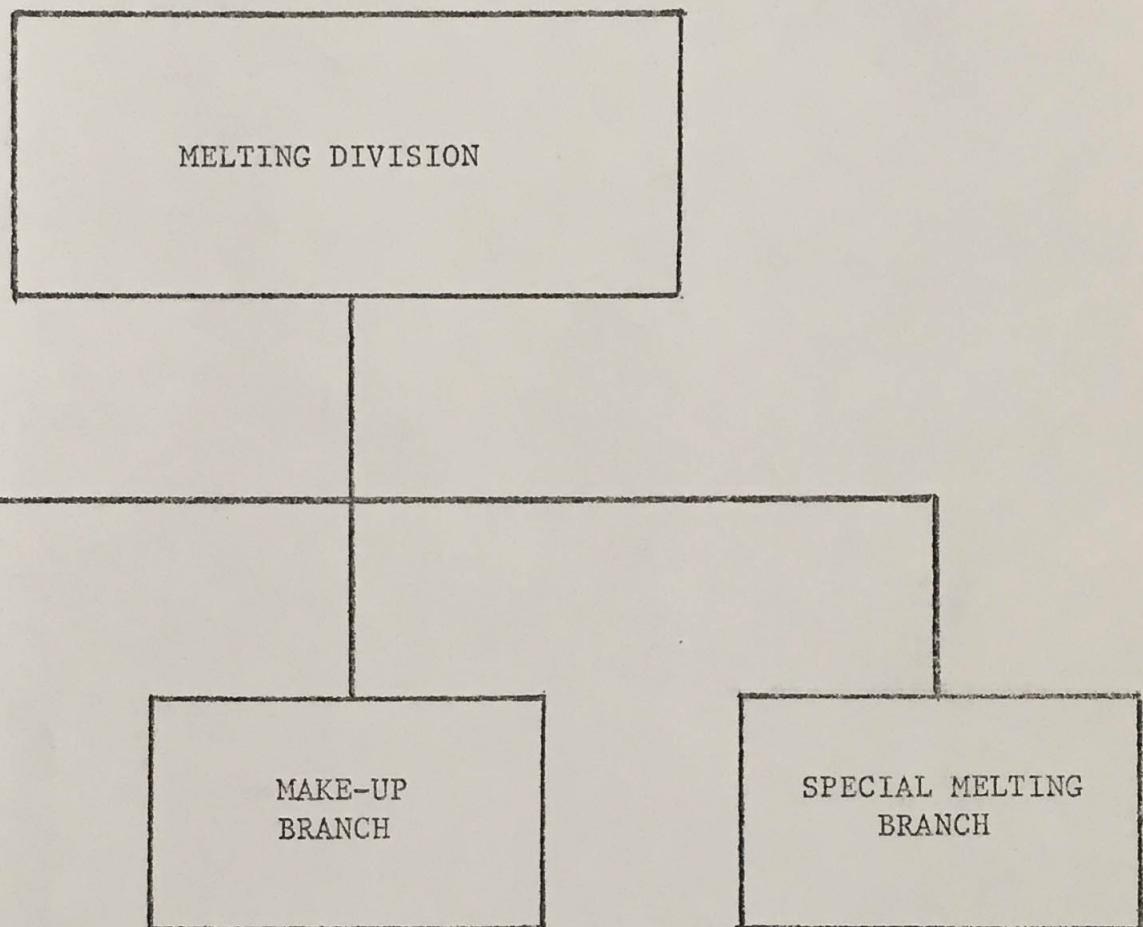
Personnel Division

(Furnish narrative functional statement for each Division)

(continue on additional pages if required)

UNITED STATES MINT

X X X X



## UNITED STATES MINT

X X X

| Series &<br>Grade             | Shift<br>#1   | Shift<br>#2 | Shift<br>#3 | Total<br>Authorized | Vacancies |
|-------------------------------|---------------|-------------|-------------|---------------------|-----------|
| <u>Coining Division</u>       |               |             |             |                     |           |
| Coining Supt. GS-1101-14      | 1             |             |             | 1                   |           |
| Coin Prod. Supt. GS-1101-11   | 1             | 1           | 1           | 3                   |           |
| Accts. Maint. Clerk GS-520-06 | <u>1</u> (1)* | —           | —           | <u>1</u>            | —         |
| TOTAL                         | 3             | 1           | 1           | 5                   | 1         |
| <u>Coin Press Branch</u>      |               |             |             |                     |           |
| General Foreman WS-5601-12    | 1             |             |             | 1                   |           |
| Foreman WS-5601-09            | 1             | 1           | 1           | 3                   |           |
| Asst. Foreman WS-5601-09      | 1             | 1           | 1           | 3                   |           |
| Die Setter WG-3442-09         | 6             | 6           | 6           | 18                  |           |
| Pressman WG-5602-08           | 16 (4)*       | 15          | 15          | 46                  | 4         |
| Machine Opr. WG-3429-07       | 1             | 1           | 1           | 3                   |           |
| Helper (Coining) WG-5611-05   | <u>1</u>      | —           | —           | <u>1</u>            | —         |
| TOTAL                         | 27            | 24          | 24          | 75                  | 4         |

\* Vacancies in authorized positions will be shown in this manner.

RECEIVED  
MAY 2 - 1973  
OFFICE OF  
SUPERINTENDENT  
U. S. MINT AT DENVER

## STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES<br/>AND GRADE</u>   | <u>SHIFTS</u><br><u>1ST 2ND 3RD</u> | <u>TOTAL NUMBER<br/>OF EMPLOYEES</u> <u>1/</u> | <u>NUMBER OF<br/>VACANCIES</u> |
|------------------------------|--------------------------------------|-------------------------------------|--|--------------------------------|
| PERSONNEL DIVISION           |                                      |                                     |  |                                |
|                              | Personnel Officer<br>GS-301-13       | 1                                   | 1  |                                |
|                              | Asst. Personnel Offcr<br>GS-301-12   | 1                                   | 1  |                                |
|                              | Personnel Mgmt. Speclst<br>GS-201-11 | 2                                   | 2  |                                |
|                              | Personnel Mgmt. Speclst<br>GS-201-7  | 1                                   | 1  |                                |
|                              | Personnel Clerk (Steny)<br>GS-203-5  | 2                                   | 2  |                                |
|                              | Personnel Clerk (Steny)<br>GS-203-4  | 1                                   | 1  |                                |
|                              |                                      |                                     |  |                                |
|                              |                                      | TOTAL                               | 8  |                                |

1/ Total includes vacancies.

## S T A F F I N G P L A N

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES<br/>AND GRADE</u> | <u>SHIFTS</u> |            |            | <u>TOTAL NUMBER<br/>OF EMPLOYEES</u> | <u>NUMBER OF<br/>VACANCIES</u> |
|------------------------------|------------------------------------|---------------|------------|------------|--------------------------------------|--------------------------------|
|                              |                                    | <u>1ST</u>    | <u>2ND</u> | <u>3RD</u> |                                      |                                |
| Safety Division              | Safety Manager GS-018-12           | 1             |            |            | 1                                    | 0                              |
| " " "                        | Safety Specialist GS-018- 9        | 1             |            |            | 1                                    | 0                              |
| " " "                        | Occ. Health Nurse GS-610- 9        | 1             |            |            | 1                                    | 0                              |
| " " "                        | Occ. Health Nurse GS-610- 7        | 2             |            |            | 1                                    | 0                              |
| " " "                        | Secretary (Steno) GS-318- 5        | 1             |            |            | 1                                    | 0                              |

## STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES AND GRADE</u> | <u>SHIFTS</u>     | <u>TOTAL NUMBER OF EMPLOYEES</u> | <u>NUMBER OF VACANCIES</u> |
|------------------------------|--------------------------------|-------------------|----------------------------------|----------------------------|
|                              |                                | 1ST 2ND 3RD       |                                  |                            |
| Security Division            | Security Officer               | GS-080-12 1       | 1                                | 0                          |
| " "                          | Captain                        | GS-085- 9 1       | 1                                | 0                          |
| " "                          | Sr. Lieutenant                 | GS-085- 8 1       | 1                                | 0                          |
| " "                          | Lieutenant                     | GS-085- 7 1 1 1   | 3                                | 0                          |
| " "                          | Sergeant                       | GS-085- 6 1 1 1   | 3                                | 0                          |
| " "                          | Guard                          | GS-085- 5 7-16- 7 | 30                               | 1                          |
| " "                          | Guard                          | GS-085- 4 2 - 2   | 4                                | 0                          |
| " "                          | Secretary (Steno)              | GS-318- 5 1       | 1                                | 0                          |

## STAFFING PLAN

| <u>ORGANIZATION LOCATION</u> | <u>TITLE, SERIES<br/>AND GRADE</u>        | <u>SHIFTS</u><br><u>1ST 2ND 3RD</u> | <u>TOTAL NUMBER<br/>OF EMPLOYEES</u> | <u>NUMBER OF<br/>VACANCIES</u> |
|------------------------------|---|-------------------------------------|--------------------------------------|--------------------------------|
| ASSAY DIVISION               | Assayer<br>GS-1320-13                     | 1                                   | 1                                    |                                |
|                              | Asst. Assayer<br>GS-1320-11               | 1                                   | 1                                    |                                |
|                              | Chemist<br>GS-1320-11                     | 1                                   | 1                                    |                                |
|                              | Quality Assurance<br>Speclst<br>GS-1910-9 | 1                                   | 1                                    |                                |
|                              | Quality Assurance<br>Speclst<br>GS-1910-7 | 1 1                                 | 2                                    | 1                              |
|                              | Chemist<br>GS-1320-7                      | 5                                   | 5                                    |                                |
|                              | TOTALS                                    | 9 1 1                               | 11                                   |                                |

## STAFFING PLAN

ORGANIZATION LOCATION

ASSAY DIVISION

| <u>TITLE, SERIES<br/>AND GRADE</u>        | <u>SHIFTS</u> |            |            | <u>TOTAL NUMBER<br/>OF EMPLOYEES</u> | <u>NUMBER OF<br/>VACANCIES</u> |
|---|---------------|------------|------------|--------------------------------------|--------------------------------|
|   | <u>1ST</u>    | <u>2ND</u> | <u>3RD</u> |                                      |                                |
| Assayer<br>GS-1320-13                     | 1             |            |            | 1                                    |                                |
| Asst. Assayer<br>GS-1320-11               |               | 1          |            | 1                                    |                                |
| Chemist<br>GS-1320-11                     |               | 1          |            | 1                                    |                                |
| Quality Assurance<br>Speclst<br>GS-1910-9 | 1             | 1          |            | 2                                    |                                |
| Quality Assurance<br>Speclst<br>GS-1910-7 |               | 1          |            | 1                                    |                                |
| Chemist<br>GS-1320-7                      | 5             |            |            | 5                                    |                                |
| <b>TOTAL</b>                              | <b>9</b>      | <b>1</b>   | <b>1</b>   | <b>11</b>                            |                                |

PROPOSED STAFFING PLAN

FY 75

COINING DIVISION

|                            |              | <u>SHIFTS</u> |            |            |              |
|----------------------------|--------------|---------------|------------|------------|--------------|
|                            |              | <u>1st</u>    | <u>2nd</u> | <u>3rd</u> | <u>Total</u> |
| Superintendent             | GS-14        | 1             |            |            | 1            |
| Assistant Superintendent   | GS-13        | 1             |            |            | 1            |
| Mechanical Engineer        | GS-12        | 1             |            |            | 1            |
| Coin Production Supervisor | GS-11        | 1             | 1          | 1          | 3            |
| Accts. Maintenance Clerk   | GS- 6        | 1             |            |            | 1            |
|                            | <b>TOTAL</b> | <u>5</u>      | <u>1</u>   | <u>1</u>   | <u>7</u>     |

ROLLING AND CUTTING BRANCH

|                                |              |           |           |           |           |
|--------------------------------|--------------|-----------|-----------|-----------|-----------|
| Rolling & Cutting Foreman      | WS-10        | 1         |           |           | 1         |
| Rolling & Cutting Lead Foreman | WS- 7        | 1         | 1         | 1         | 3         |
| Roller                         | WG- 9        | 4         | 4         | 4         | 12        |
| Machine Operator R & C         | WG- 8        | 10        | 10        | 10        | 30        |
| Machine Operator               | WG- 7        |           |           |           |           |
| Helper, General                | WG- 5        |           |           |           |           |
|                                | <b>TOTAL</b> | <u>16</u> | <u>15</u> | <u>15</u> | <u>46</u> |

COUNTING & REVIEWING BRANCH

|                                   |              |           |           |           |           |
|-----------------------------------|--------------|-----------|-----------|-----------|-----------|
| Counting & Reviewing Foreman      | WS- 9        | 1         |           |           | 1         |
| Counting & Reviewing Lead Foreman | WS- 7        | 1         | 1         | 1         | 3         |
| Coin Bag Processing Leader        | WL- 7        | 1         |           |           | 1         |
| Weigher                           | WG- 8        | 1         | 1         | 1         | 3         |
| Machine Operator                  | WG- 7        | 12        | 12        | 12        | 36        |
| Helper, General                   | WG- 5        |           |           |           |           |
| Inspector                         | WG- 1        | <u>5</u>  | <u>3</u>  | <u>3</u>  | <u>11</u> |
|                                   | <b>TOTAL</b> | <u>21</u> | <u>17</u> | <u>17</u> | <u>55</u> |

PROPOSED STAFFING PLAN (CONT'D.)

|                                  |       | <u>SHIFTS</u> |     |     |       |
|----------------------------------|-------|---------------|-----|-----|-------|
|                                  |       | 1st           | 2nd | 3rd | Total |
| <u>PROCESS WEIGH BRANCH</u>      |       |               |     |     |       |
| Process Weigh Foreman            | WS- 7 | 1             |     |     | 1     |
| Process Weigh Lead Foreman       | WS- 5 | 1             | 1   | 1   | 3     |
| Weigher                          | WG- 8 | 3             | 3   | 3   | 9     |
|                                  | TOTAL | 5             | 4   | 4   | 13    |
| <u>UPSETTING BRANCH</u>          |       |               |     |     |       |
| Upsetting Equipment Lead Foreman | WS- 5 | 1             |     |     | 1     |
| Upsetting Equipment Leader       | WL- 7 |               | 1   |     | 1     |
| Machine Operator                 | WG- 7 | 4             | 4   | 4   | 12    |
| Helper, General                  | WG- 5 | 5             | 5   | 4   | 14    |
|                                  | TOTAL |               |     |     |       |
| <u>ANNEALING BRANCH</u>          |       |               |     |     |       |
| Annealing Foreman                | WS- 8 | 1             |     |     | 1     |
| Annealing Lead Foreman           | WS- 6 | 1             | 1   | 1   | 3     |
| Annealer                         | WG- 8 | 6             | 6   | 4   | 16    |
| Machine Operator                 | WG- 7 | 8             | 7   | 5   | 20    |
|                                  | TOTAL |               |     |     |       |
| <u>COIN PRESS BRANCH</u>         |       |               |     |     |       |
| Coin Press General Foreman       | WS-12 | 1             |     |     | 1     |
| Coin Press Foreman               | WS- 9 | 1             | 1   | 1   | 3     |
| Coin Press Lead Foreman          | WS- 7 | 1             | 1   | 1   | 3     |
| Die Setter                       | WG- 9 | 7             | 7   | 7   | 21    |
| Pressman                         | WG- 8 | 20            | 20  | 20  | 60    |
| Machine Operator                 | WG- 7 | 1             |     |     | 1     |
|                                  | TOTAL | 31            | 29  | 29  | 89    |

PROPOSED STAFFING PLAN (CONT'D.)

|   |       | <u>SHIFTS</u> |     |     |       |
|---|-------|---------------|-----|-----|-------|
|   |       | 1st           | 2nd | 3rd | Total |
| <u>MATERIALS HANDLING BRANCH</u>                |       |               |     |     |       |
| Materials Handling Foreman                      | WS- 6 | 1             |     |     | 1     |
| Weighers  | WG- 8 | 3             |     |     | 3     |
|   | TOTAL | 4             |     |     | 4     |
| <u>PACKAGING MEDALS &amp; UNCIRCULATED SETS</u> |       |               |     |     |       |
| <i>Included in C &amp; Rev Br</i>               |       |               |     |     |       |
| Machine Operator                                | WG- 7 |               |     |     |       |
| Inspector                                       | WG- 1 |               |     |     |       |
|   | TOTAL |               |     |     |       |
| TOTAL COINING OFFICE FORCE                      |       | 7             |     |     |       |
| TOTAL COINING PLANT FORCE                       |       | 241           |     |     |       |
| DIVISION TOTAL                                  |       | 248           |     |     |       |

## STAFFING PLAN FISCAL YEAR 1975

## MELTING DIVISION

| <u>Branch:</u>         | <u>Number of Employees</u> | <u>Title, Series and Grade</u> | <u>Shifts</u> |            |            | <u>Total</u> | <u>Number Vacancies</u> |
|------------------------|----------------------------|--------------------------------|---------------|------------|------------|--------------|-------------------------|
|                        |                            |                                | <u>1st</u>    | <u>2nd</u> | <u>3rd</u> |              |                         |
| <u>Office</u>          |                            |                                |               |            |            |              |                         |
|                        | 1                          | Superintendent                 | 2-225         | GS-1321-14 | 1          | 1            | 0                       |
|                        | 1                          | Asst. to Supt. Melting         | 2-209         | GS-1101-11 | 1          | 1            | 0                       |
|                        | 1                          | Accts. Maintenance Clerk       | D-2           | GS-520-6   | 1          | 1            | 0                       |
|                        | 1                          | Sweeps Segregator Idr.         | D-3WL         | WL-5607-9  | 1          | 1            | 0                       |
| <u>Ingot Melting</u>   |                            |                                |               |            |            |              |                         |
|                        | 1                          | Ingot Melt Foreman             | D-34-WS       | WS-3701-10 | 1          | 1            | 0                       |
|                        | 2                          | Ingot Melt Asst. Foreman       | D-46-WS       | WS-3701-8  | 1          | 1            | 0                       |
|                        | 20                         | Melter                         | D-26-WG       | WG-3741-9  | 10         | 9            | 19                      |
|                        | 18                         | Melter                         | D-25-WG       | WG-3741-7  | 8          | 7 ~          | 15                      |
| <u>Make-Up</u>         |                            |                                |               |            |            |              |                         |
|                        | 1                          | M-U Weigh Lead Foreman         | D-19-WS       | WS--5424-7 | 1          | 1            | 0                       |
|                        | 4                          | Weigher                        | D-30-WG       | WG-5424-8  | 2          | 2            | 0                       |
| <u>Special Melting</u> |                            |                                |               |            |            |              |                         |
|                        | 1                          | Spec. Melt Idr. Foreman        | D-20-WS       | WS-3741-7  | 1          | 1            | 0                       |
| <u>TOTALS:</u>         | <u>51</u>                  |                                |               |            | <u>28</u>  | <u>19</u>    | <u>4</u>                |

WAGE BOARD

CLASSIFIED

This schedule considers Higgins and Drehle off the rolls.

8-100-50 To Coin 30 To 55, 2-Tone

2/15/73

Copy to Cost Branch

2/15/73  
 1st Drawing and 2nd  
 3rd Drawing and 4th  
 5th Drawing and 6th  
 7th Drawing and 8th  
 9th Drawing and 10th  
 11th Drawing and 12th  
 13th Drawing and 14th  
 15th Drawing and 16th  
 17th Drawing and 18th  
 19th Drawing and 20th  
 21st Drawing and 22nd  
 23rd Drawing and 24th  
 25th Drawing and 26th  
 27th Drawing and 28th  
 29th Drawing and 30th  
 31st Drawing and 32nd  
 33rd Drawing and 34th  
 35th Drawing and 36th  
 37th Drawing and 38th  
 39th Drawing and 40th  
 41st Drawing and 42nd  
 43rd Drawing and 44th  
 45th Drawing and 46th  
 47th Drawing and 48th  
 49th Drawing and 50th  
 51st Drawing and 52nd  
 53rd Drawing and 54th  
 55th Drawing and 56th  
 57th Drawing and 58th  
 59th Drawing and 60th  
 61st Drawing and 62nd  
 63rd Drawing and 64th  
 65th Drawing and 66th  
 67th Drawing and 68th  
 69th Drawing and 70th  
 71st Drawing and 72nd  
 73rd Drawing and 74th  
 75th Drawing and 76th  
 77th Drawing and 78th  
 79th Drawing and 80th  
 81st Drawing and 82nd  
 83rd Drawing and 84th  
 85th Drawing and 86th  
 87th Drawing and 88th  
 89th Drawing and 90th  
 91st Drawing and 92nd  
 93rd Drawing and 94th  
 95th Drawing and 96th  
 97th Drawing and 98th  
 99th Drawing and 100th

UNITED STATES GOVERNMENT

# Memorandum

TO : All Division Heads

DATE: March 10, 1972

FROM : Betty Armbruster  
Procurement Officer

SUBJECT: Financial Plans for Fiscal Years 1973 and 1974

Please forward to me in writing by Monday, March 13, 1972, any large supply items you anticipate for Fiscal Years 1973 and 1974.

This information is required in order to submit the Financial Plans for Fiscal Years 1973 and 1974 as requested in the Director of the Mint's letter of February 29, 1972.



Staffing Plan-Denver Mint, FY 1974-1975

